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ABSTRACT

In 1991, the staff of the Houston Cole Library (Jacksonville State University, Alabama) published its first formal "Collection Management and Development Policy." This was used as a guide in conducting a complete assessment of the Library's collections. This second edition is a revision of the 1991 publication. The first section is an introduction that includes the following information: purpose of the policy statement and audience; general description of the institution and clientele served; mission statement and goals of the collection management and development program; Library's official stance on intellectual freedom, censorship, and copyright issues; brief overview of the collection; organization of the collection management and development program; budget structure; relationship to policies and programs for management of collections; cooperative collection development agreements; and policies related to equipment purchase and technical support for on-site and remote electronic files and texts. The second section reports the general collection management and development policy, discussing policies on all categories of acquisitions/materials and all related library functions, and including selection criteria and criteria for de-selection/replacement. The next section, and larger part of the document, consists of a series of narrative statements describing the Library's collections for the following subject areas: Agriculture; the Alabama Gallery; American Literature; Art; Audio-Visual; Auxiliary Sciences of History; Biology; Chemistry; Commerce and Business Administration; Communication; Criminal Justice; Drama; Education; Emergency Management; English Literature; Environmental Sciences; Family and Consumer Sciences; General Works; Geography and Anthropology; Geology; Government Documents; Health, Physical Education, and Recreation; History; Languages and Related Literatures; Law; Library Science and Bibliography; Mathematical, Computing, and Information Sciences; Military Science; Music; Nursing; Philosophy, Ethics and Religion; Physics and Engineering; Political Science and Public Administration; Psychology; Sociology and Social Work; Technology; and Western European Literatures. Included in appendices are a list of definitions of collection level indicators, collection assessment tools, standing orders, and electronic databases. Includes an index. (AEF)

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ED 456 843

HOUSTON COLE LIBRARY COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

Second Edition

Compiled by Sonja L. McAbee
Edited by Mary D. Bevis, Jodi W. Poe, and George Whitesel
With Editorial Assistance by
William J. Hubbard and Paula Barnett-Ellis

Jacksonville State University
Jacksonville, Alabama
2001

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Preface

In 1991, the staff of the Houston Cole Library published the its first formal *Collection Management and Development Policy*. This publication was used as a guide in conducting a complete assessment of the library's collections. The resulting *Houston Cole Library Collection's Assessments* is a living document that is partially revised yearly. The present version of the *Policy* is a revision of the 1991 publication compiled by William A. Henderson and Sonja L. McAbee. This edition has been driven by the need to address the changes in University programs, changes in the ALA *Guide for Written Collection Policy Statements*, 2nd ed., and the proliferation of electronic media and virtual collection development issues.

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Acknowledgements

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Sonja L. McAbee
June 2001

TABLE OF CONTENTS

Preface

COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

1. *Introduction*

Page
Purpose of the Policy Statement and Audience 1
General Description of the Institution and Clientele Served 2
Mission Statement and Goals of the Collection Management and Development Program 2
Library's Official Stance on Intellectual Freedom, Censorship, and Copyright Issues 3
Brief Overview of the Collection 4
  History 4
  Broad Subject Areas Emphasized or De-emphasized 5
  Collection Locations 8
Organization of the Collection Management and Development Program 9
Budget Structure 10
Relationship to Policies and Programs for Management of Collections, such as Preservation, Storage, Replacement, Deselection, and Access 10
Cooperative Collection Development Agreements 10
Policies Related to Equipment Purchase and Technical Support for On-site and Remote Electronic Files and Texts 11

II. General Collection Management and Development Policy

Selection Criteria 12
Criteria for Deselection/Replacement 13
Types of Publications 14
Collections of Local History, Rare Books, Manuscripts, Realia, or Archival Materials 20
Children's Materials 21
Fiction 21
Languages and Translations 21
Local Author's Publications 21
Popular Versus Scholarly Works 21
Multiple Copies 21
Reserve Materials 22
Reference Works 22
Government Publications 22

Acquisitions Procedures 23
Expensive Purchases 24
Interdisciplinary Collections 24
Access and Ownership Policies 24

III. Narrative Statements

	Headings
Agriculture	AGR
Alabama Gallery	ALA
American Literature	AMLIT
Art	ART
Audio-Visual	AV
Auxiliary Sciences of History	AUX
Biology	BIO
Chemistry	CHEM
Commerce & Business Administration	CCBA
Communication	COMM
Criminal Justice	CRMJU
Drama	DRAMA
Education	ED
Emergency Management	EM
English Literature	ENG
Environmental Sciences	ENVSCI
Family and Consumer Sciences	FAM
General Works	GEN
Geography & Anthropology	GEOG
Geology	GEOL
Government Documents	GPO
Health, Physical Education & Recreation	HPER
History	HY
Languages & Related Literatures	LANG
Law	LAW
Library Science & Bibliography	LS
Mathematical, Computing & Information Sciences	MCIS
Military Science	MS
Music	MUSIC
Nursing	NURS
Philosophy, Ethics & Religion	PHIL
Physics & Engineering	PHY
Political Science & Public Administration	PLSC
Psychology	PSY
Sociology & Social Work	SY
Technology	TECH
Western European Literatures	WLIT

APPENDIX A: Collection Level Indicators

APPENDIX B: Collection Assessment Tools

APPENDIX C: Standing Orders

APPENDIX D: Electronic Databases

INDEX

JACKSONVILLE STATE UNIVERSITY

HOUSTON COLE LIBRARY

COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

I. Introduction

A. Purpose of the policy statement and audience to whom it is directed

Jacksonville State University's Collection Management and Development Policy describes the Houston Cole Library's collection management and acquisitions endeavors and their relationship to the needs of the University's academic, research, and service programs. The policy is directed primarily to the library's subject specialists, Acquisitions/Serials Librarian, Head of Audio-Visual Services, and Technical Services Librarians, and secondarily to the teaching faculty and instructional staff of the University. A tertiary audience, who may find it useful, would include interested patrons and potential resource-sharing libraries and institutions within the state and region. The policy is a combination of narrative statements that follow the format outlined in the American Library Association's *Guide for Written Collection Policy Statements*, 2nd ed., and qualitative and quantitative assessments. The assessments are derived from a combination of holdings counts, list checking, and conspectus data adapted from the OCLC/WLN collection services following the guidelines in *Using the Conspectus Method*, 1997 ed.

B. General description of the institution and clientele served

Jacksonville State University, located in Jacksonville, Alabama, is a state-assisted, regional, coeducational institution. Since its founding in 1883 as an institution to prepare teachers, the University's primary mission has been to provide quality education to the citizens of Alabama by integrating traditional academic pursuits with career-oriented programs at reasonable costs. Drawing students primarily from Northeast Alabama, the University is committed to providing a wide variety of undergraduate programs to a diverse population that includes many first-generation college students. In addition to making higher education accessible to diverse segments of our society, the University provides the supporting services that students need to achieve a quality education experience. The University offers a breadth of undergraduate programs in the traditional arts and sciences and in professional fields. Graduate programs that emphasize applied and professional studies or preparation for entry into doctoral study are offered at the Master and Educational Specialist's levels. The University provides its knowledge, skills, and resources to the community and industry of Northeast Alabama. The University also supports research and scholarly activities that complement its educational and public service purposes.

C. Mission statement and goals of the collection management and development program

The Collection Management and Development Policy is intended to assist the various librarians in the selection of library materials for the collections and to serve as a guide to library resources for the faculty and other patrons. It supports the librarians in the decision-making process regarding routine acquisitions of monographs, serials, standing orders, electronic resources, gifts/exchanges assessments, and in establishing priorities to guide organization, deselection/replacement, and preservation decisions. In addition, the policy defines the scope of the existing collections and outlines recommendations for future development of collections. The policy is intended to build better communication between teaching faculty and librarians with collection development responsibilities, enabling them to evaluate progress in meeting collection goals. It should provide basic information to prepare and allocate library materials funds.

D. The library's official stance on intellectual freedom, censorship, and copyright issues

The Houston Cole Library adheres to the position governing censorship and intellectual freedom adopted by the Council of the American Library Association and published in the association's *Library Bill of Rights.*

The library also observes the copyright law of the United States (Title 17, United States Code) governing the making of photocopies or other reproductions of copyrighted material. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

9

E. Brief overview of the collection

1. History of collection

Jacksonville State University traces its origins to establishment, in 1836, of the Jacksonville Male Academy and, in 1837, of the Jacksonville Female Academy. In 1869, Calhoun College was founded; two years later Jacksonville Male Academy merged with the college. The Alabama Legislature established the State Normal School in 1883, whereupon Calhoun College closed its doors transferring its land, its one building, books and equipment to the school, which previously had absorbed the Jacksonville Female Academy. In 1929, the state Board of Education authorized the normal schools in Alabama to become four-year degree-granting institutions; thus Jacksonville State Normal School became Jacksonville State Teachers College. Because of the diversity of the curriculum, the word "Teachers" was dropped from the institution's name in 1957. In 1966 the Alabama Legislature and the Alabama State Board of Education changed the college's name to Jacksonville State University, removing administration of the institution from the State Board of Education to the Board of Trustees.

The library at Jacksonville State University reflects this diversified past. Information about the Library and its collections prior to 1913 is sketchy. The first library facility mentioned in the *Normal School Bulletin* appeared in the 1913 issue and relates that the Library was housed in Hames Hall. After one renovation of the Library in 1924, the collection was moved to the third floor of Bibb Graves Hall in 1930. Funds from the Public Works Administration enabled the college to erect its first totally dedicated library building in 1939. This structure was subsequently named the Ramona Wood Library, after the College Librarian who served from 1921-1953. Wings were added to the Library in 1963 and 1968. In 1972, the Houston Cole Library, named for the then President, was completed and the Ramona Wood Building was remodeled to house the college of Education. With thirteen stories, the Houston Cole Library stands as the tallest academic edifice in the state.

2. Broad subject areas emphasized or de-emphasized

The number of books transferred from Calhoun College to the Normal School is not known, but one source indicates that the school held approximately 1,000 books and subscribed to 20 journals and newspapers by the turn of the century. Accession records date from 7 April 1908, and report holdings of 996 volumes, reflecting an annual growth rate of slightly over 1,000 volumes. The collection continued to grow slowly until the middle 1960s when the institution envisioned its mission as that of a comprehensive university, supporting the teaching, research, and service functions of its larger and increasingly diverse faculty and student body. This change in philosophy witnessed a significant increase in the library operations budget; the book budget increased from $30,000 to over $300,000 between 1961 and 1971. The rapid increase also witnessed the growth in the number of professional librarians to maintain the collections and a marked variety in the format of library materials acquired. As the University's mission began to encompass a more comprehensive research purpose, the library began to purchase primary source materials to fulfill this mission. In the mid-eighties the availability of funds did not increase with the inflation rate of library materials, thus decreasing the number of titles added each year. This decline in purchasing power is illustrated by the decreases in the number of titles added: from 19,600 in 1977 to 7,500 in 1987. Since then, the number of items purchased has remained relatively constant. Despite the library's inability to keep abreast of inflationary monographic and serials costs, the current library holdings reflect a respectable collection consisting of over 645,311 titles, 1,695 current journal subscriptions, 12,688 electronic full-text titles, and 32,875 audiovisual items.

The library's collection management and development practices were also affected by its membership in OCLC in 1974. OCLC is the world's largest library consortium. As a member of OCLC, the library contributes information to the world's foremost bibliographic database and sets holdings to facilitate global resource sharing. Member libraries share resources with each other. Electronic catalog records have also led to better collection assessment measurements (e.g. analysis by age, subjects, and circulation statistics).

Another major contributor to changes in these practices was the creation of the Network of Alabama Academic Libraries (NAAL) in 1984.

The presidents of Alabama's academic institutions offering graduate education and the Alabama Commission on Higher Education established NAAL to develop a statewide program to strengthen and share library resources supporting graduate education and research. NAAL has undertaken programs to help make academic information resources accessible statewide, correct deficiencies in collections, acquire needed research materials, and strengthen the abilities of library staff to provide research services. Its members include twenty academic institutions, seven research libraries, and the Alabama Commission on Higher Education. By encouraging sharing of resources held by libraries throughout the state, NAAL facilitates cost-effective and efficient use of Alabama's financial resources. NAAL awarded JSU Collection Development grants totaling $92,026 from 1989-1994 to enhance the Business/Economics collection and $12,909 for the Public Administration concentration in Environmental Sciences. To facilitate better resource sharing, NAAL funded the retrospective conversion of catalog records for the member libraries and administers a statewide ILL program among the member institutions and the Alabama Public Library Service (APLS).

The physical environment of the Houston Cole Library has, to a great extent, dictated the arrangement of the collections and the operations of the public services librarians. Housed in a thirteen-story tower, the collections are divided onto nine separate floors. This arrangement has necessitated that library materials would not all be organized in a sequential Library of Congress Classification (LCC) scheme, as in most libraries. It has, however, given the opportunity for Librarians to arrange the collections along an interdisciplinary concept. Thus, with the exceptions of the second, fifth, and tenth floors, the library materials are organized in LCC sequence and share some subject relationship.

2. **Collection locations**

Materials purchased with library funds are cataloged into the Library's Web-based catalog and circulate in accordance with the Houston Cole Library policies. They are assigned a location within the library's collections and housed in the building. Library funds are not used to purchase departmental materials.

Ground Floor	Audio-Visuals
2nd Floor:	General Works; Auxiliary Sciences of History; Philosophy, Ethics, & Religion; Library Science & Bibliography; Psychology
3rd Floor:	History; Geography & Anthropology
4th Floor:	Commerce & Business Administration; Criminal Justice; Political Science & Public Administration; Sociology & Social Work
5th floor:	Education & Physical Education
6th Floor:	Art; Music; Languages and Related Literatures; Communication; Drama
7th Floor:	English Literature; American Literature; Western European Literature
9th Floor:	Biology; Chemistry; Geology; Nursing; Mathematical, Computing, and Information Sciences; Physics & Engineering

10th Floor: Technology; Family and Consumer Sciences; Law; Military Science; Agriculture; Alabama Gallery

F. Organization of the Collection Management and Development Program

The primary members of the Collection Management and Development Group (CMDG) are a subject specialist, the Acquisitions/Serials Librarian, the Head of Library Services, and the Electronic Resources Manager. The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within their disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

G. Budget structure and allocation policy

The library has three separate materials budgets: Books/Monographs, Serials, and Audio-visual materials. The Books/Monographs and Serials budgets are subdivided into departmental fund accounts. These are maintained in the acquisitions module of the library's integrated library system (Voyager). The Audio-visual materials budget is managed by the Head of Audio-Visual Services. Allocations are made in accordance with the various collection development policies and assessments.

H. Relationship to policies and programs for management of collections, such as preservation, storage, replacement, deselection, and access

In addition to their responsibility as selectors and departmental liaisons, the subject specialists share a responsibility to develop and enact programs and policies for the management of the library's collection. These responsibilities include participation in the program for the preservation of library materials, a library materials deselection/replacement policy, and a current library disaster plan. In order to accomplish these goals, the subject specialists must work closely with the library administration and the technical services librarians to insure that the policies and programs developed reflect current and cost-effective library management practices.

I. Cooperative collection development agreements

Currently, Jacksonville State University has no cooperative collection development agreement with any other institutions in the state or region. It does, however, enjoy membership in the Network of Alabama Academic Libraries (NAAL), which promotes and funds resource-sharing throughout the state through consortium pricing, licensing, and subsidizing of electronic resources. Until recently, the Houston Cole Library was a participant in the ALICAT State Union Catalog, and Alabama Union List of Serials (AULS), both administered by the Alabama Public Library Service (APLS). The

Library's holdings are included in WorldCat, available through the Alabama Virtual Library, making participation in these programs redundant. In addition, Jacksonville State University offers upper-division, off-site degree programs at Gadsden State Community College. The Library supports these programs through the Web-based catalog and remote database access accompanied by document delivery services.

J. Policies related to equipment purchase and technical support for on-site and remote electronic files and texts

Equipment for access to electronic files and texts is upgraded as needed. The Head of Library Services, the Electronic Resources Manager, campus Data Systems Management Division, and vendor assistance supports on-site and remote access.

II. General Collection Management and Development Policy

The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Acquisitions/Serials Librarian to build and maintain the collections for their areas. A library liaison network is used to assist in the dissemination of information to the departments. The final decision regarding any request rests with the Acquisitions/Serials Librarian. The primary criteria for selecting any resource are the extent to which it is relevant to the curriculum, improves the overall library collection, aids in the research needs of the University's faculty and staff, and/or enhances the Library's access to information. Deselection involves the removal from the active collection of materials to be discarded, stored, or transferred to a special collection. Replacement involves the acquisitions of materials previously held and deselected by the library. Primary responsibility for deselection/replacement decisions lies with the subject specialists. Teaching faculty will be consulted when appropriate.

Selection criteria to consider are:

- ☐ Scope: Does the work support the mission and goals of the JSU curriculum? Is the work written in English, or English translation? What geographical area is covered by the intellectual content and/or publication sources, and what specific areas are excluded? What chronological periods does the material in cover in terms of intellectual content, movements or schools, and specific periods?
- ☐ Content: Does the work go into enough detail, or is it superficial? Is the work presented at a level (vocabulary, visual, etc.) that can be comprehended by the

intended user? How suitable is the length? Does the work offer an intellectual challenge? Are all sides of a question presented fairly, or is there evidence of bias? If so, is it a hidden or openly admitted bias?

- ☐ Authority: What is the background and reputation of the author or creator? Of the publisher? Of the sponsoring body?
- ☐ Currency: How up-to-date is the information? In revised editions, how much revision has been done?
- ☐ Reliability: How accurate is the information presented? For electronic resources, how reliable is the URL?
- ☐ Comparison with similar resources: Does the library provide this information in another source?
- ☐ Special features/problems: Is special equipment needed to use this work? Does the library own such equipment? How permanent is the content of this work? Will it soon become obsolete because of the format or content? Is the medium well established in the marketplace, or is it one that may be changed or replaced in the near future?
- ☐ Technical support: For electronic sources, does the vendor provide good technical support? Is there a toll-free phone line or Web address for support? What user documentation is available? Will this acquisition/subscription require special training?
- ☐ Cost: Is there a less expensive substitute that will serve the same purpose? What are the processing costs? The storage costs? Is the medium well

established in the marketplace, or is it one that may be changed or replaced in the near future?

Criteria for deselection/replacement of materials are:

- Missing Materials: Materials missing in inventory after three semesters will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and budget.
- Physical Condition: Materials deselected for reason of poor condition will be replaced if they meet the selection criteria, are available, and budget permits. If replacement copy is unavailable for an item still needed in the collection, every effort should be made to preserve it.
- Obsolescence of Information: Materials that contain obsolete or erroneous information and do not retain some historical, seminal, or research value should be discarded. This factor is particularly applicable in rapidly changing fields such as technology and the sciences.
- Multiple Copies: Excess multiple copies of seldom-used titles should be deselected.
- Later Editions: Replacement by a later edition depends on subject matter, length of time between editions, circulation, or extent of revision.
- Government Documents: Government Documents selected for discard will be handled in accordance with the *Instructions to Depository Libraries*.
- Superseded Works: Works superseded or cumulated in more comprehensive publications should be deselected.

A. **Types of Publications :**

1. Books: Monographs are acquired for all disciplines. The teaching faculty is invited and encouraged to participate in the collection management and development process. Monographic orders are accepted from any administrator, faculty member, staff member, or student. Publisher's announcements, approval notices, and reviews are disseminated to the library liaisons in each department. Requests are routed to the appropriate subject specialist librarian. The subject specialist reviews the request to check for duplications and determines its appropriateness for inclusion in the collection. Approved requests are returned to the Acquisitions/Serials Librarian for review, processing and encumbrance. They are usually acquired through jobbers who purchase the materials from trade, professional, and university press publishers. Other monographs are acquired through standing orders, blanket orders, approval plans, and by direct purchase from the publisher. Electronic books (E-books) are acquired selectively. Subscription offers to E-book collections are evaluated. At this time, the types of publications, the technology implications, and the needed end-user training pose impediments to these developing resources.

2. Periodicals: Usually, serial requests are initiated by the teaching faculty or the subject specialists and are placed with the Acquisitions/Serials Librarian. The Acquisitions/Serials Librarian consults with the subject specialists as to the appropriateness of the request. EBSCO is the

library's serials vendor, and most subscriptions and serials standing orders are acquired through its service. Selected serials are ordered directly from the publisher or association. Serials are purchased in all formats for all areas of the curriculum, as are those of a popular or current awareness nature. Selected serials are bound, purchased on microform, or archived in electronic format.

3. Newspapers: Newspapers are acquired on a selective basis and in all formats. Emphasis is placed on regional, state, and major U.S. and foreign newspapers. Indexed newspapers receive highest priority. Selected newspapers are bound, purchased on microform, or archived in electronic format.

4. Textbooks: With the exception of the materials collected for the K-12 Textbook Collection, the acquisition of textbooks is strongly discouraged. Exceptions are allowed at the specific request of an instructor, who requests the material for Reserve, or when the work itself is of a seminal, historical, or other significant nature. As a library review site for the State Board of Education, the library acquires an approval copy of the student text under consideration for adoption by the state. These are housed in a special location and do not circulate until after the adoption review period has ended. At that time the textbooks are processed into the K-12 Textbook Collection on the Education floor.

5. Reprints: Reprints are evaluated in the same manner as other monographic and serial requests.

6. Dissertations and Theses: Acquired on a selective basis, usually at the request of a teaching faculty member. One copy of all theses from Jacksonville State University graduates is acquired for the Alabama Gallery.

7. Paperback Books: Acquired when hardcover copy is unavailable or is of such prohibitive cost that the paper copy purchase is justified.

8. Microform: Monographic microforms are acquired on a selective basis. Serial microforms are regularly purchased with regard to price, space, and usage considerations.

9. Maps: Maps and charts are purchased on a selective basis. GPO maps are supplied as part of the Selective Depository program and are housed in the JSU Map Library located in the Department of Physical and Earth Sciences.

10. Pamphlets: Acquired through the selective depository program. These are housed in the GPO vertical file cabinet.

11. Art works: Not collected.

12. Posters: Are acquired on very selective basis. Preference is given to free items.

13. Musical Scores: Musical scores are purchased selectively.

14. Audio and Visual Materials: All non-print media and multimedia formats are acquired. Musical sound recordings are purchased on a selective basis and housed in the Music Lab. All other library audio and visual materials are housed in the Audio-Visual Department in the library.

15. Computer Software: The library does not purchase computer software. The University Data Systems Management Division coordinates these purchases. Library materials with accompanying computer software are collected.

16. Electronic Formats: Electronic resources require computer access. These may be online or offline resources. Subject specialists, administrators, faculty, staff, and students are strongly encouraged to review online resources for addition to the library's collection. Information on electronic sources will be routed to the subject specialists and departmental liaisons for evaluation. Evaluated commercial selections for purchase/subscription will be sent to the Acquisitions/Serials Librarian for review for inclusion in the library collection. Selected non-commercial Web sites for linkage on the library's Web page will be forwarded to the Web page coordinators for review and addition. Selected sites are added to the *Internet Sites by Subject* pages maintained by library personnel. A descriptive catalog record for appropriate sites will be incorporated into the Web-based catalog that provides links to the resources through the URLs. Access will be granted locally and remotely. Remote access to commercial Web sites is restricted to JSU authorized users (faculty, administrator, staff, or student) through secure links.

    a. Licensing: The HCL participates in the NAAL consortium in order to take advantage of aggregated purchasing agreements.

It seeks consortial licensing opportunities whenever possible. The HCL will negotiate and comply with vendor licensing agreements. Licenses should:

- Comply with the limitations set by Alabama law
- Provide the HCL with rights to the content for which it has paid
- Should not require the HCL to police the use of or hold it libel for the use of the information
- Should require only "reasonable effort" on the part of the HCL to address misuse by HCL patrons when discovered by the publisher or vendor
- Allow use by all of JSU's faculty, administration, staff, and students as well as casual walk-in patrons
- Should permit "fair use" of the information, understood to mean to include the same sorts of curricular and research purposes that have been pursued with print materials
- Should allow the HCL to enhance the use of the data to make it more visible or convenient as needed, e.g. online reserves
- Respect the confidentiality of information about individual users and their use of the information
- Provide for reciprocal rights to terminate the license agreement

☐ Provide use data to facilitate internal needs and service analysis.

b. Archiving: It is desirable that offline electronic products include the right to retain the information in the medium purchased, and that, should the physical medium require obsolete hardware, the right to transfer the information content to a future medium be reserved. Online resources cause concerns, as there is no physical possession. A vendor's assurance of perpetual rights cannot assuage concern for continued access should the vendor cease to exist. NAAL is developing a strategy for retaining archival print copies of the journals in JSTOR. A similar strategy is planned for various aggregated databases. A more desirable (but unavailable) method is to provide access to these titles through a third party.

17. Tests: Not collected.

18. Other:

Vertical File Material: Not purchased. Free materials acquired selectively. Ephemeral Government Documents are classed by SUDoc number and filed in a special Vertical Cabinet location.

Kits: Acquired on a selective basis. Selections comprised of more than one medium are processed and housed in the Audio-Visual Center in the library. In some instances, kits received as part of the State Textbook Adoption Program are housed in the Ramona Wood Teaching Learning

Center. Records for these are entered into the library's catalog with a special location designated.

Loose-leaf Materials: Purchased on a selective basis.

B. **Collections of local history, rare books, manuscripts, realia, or archival materials:** The Houston Cole Library collects, as exhaustively as possible, library and archival materials relating to Alabama. Alabamiana is defined as materials written by Alabama authors, materials about Alabama, or about Alabamians. In addition, works relating to JSU are actively sought and housed in the Alabama Gallery. Normally, rare books are not purchased, but donations of rare items are accepted for inclusion in the Alabama Gallery's Rare Book collection. In addition, circulating materials that are found to be unique are transferred to the Rare Book Collection.

C. **Children's materials:** Predominately monographs are collected for the Juvenile Collection, which is a separate special collection on the Education subject floor.

D. **Fiction:** Acquired to support the curriculum and selectively for leisure activities.

E. **Languages and translations:** Preference is given in all selections to English editions or to those works translated into English. Exceptions include, but are not limited to, works intended for the foreign language program.

F. **Local authors' publications:** Works by state, local, and University authors are collected extensively. One copy is housed in the Alabama Gallery.

G. **Popular versus scholarly works:** Priority is always given to scholarly works, but a selective number of materials are ordered to cover the leisure and remedial needs of the library patrons.

H. **Multiple copies:** Purchased when high demand is demonstrated or anticipated, and at the request of teaching faculty members when proper justification can be shown. Two copies of Alabama materials, one for the Alabama Gallery and a second for the circulating collection, are purchased when available and budget permits.

I. **Reserve materials:** Reserve materials hold the highest acquisition priority and are collected in all formats. All efforts are made to insure that materials requested for the Reserve area are acquired and processed in a timely manner. The teaching faculty or the subject specialists generate requests based on curriculum support and patron demand. The Reserve area is located on the second floor of the library.

J. **Reference works:** Each subject collection has a supporting reference section. Works that are considered general reference in nature are acquired for the General Works collection. Every effort is made to ensure that the reference collections are current in content and reflect the principal reference sources for each discipline.

K. **Government Publications:** The Houston Cole Library is a selective depository for the Federal Depository Library Program (FDLP). Selected documents are purchased in addition to those publications required by the depository program. The FDLP is migrating to a primarily electronic program. With few exceptions, U.S. Government publications will be furnished to Federal depository libraries solely in online electronic formats. The Government Printing Office will continue to provide FDLP libraries administrative support, collection development, and access services (identification, evaluation, selection, authentication, organization, and cataloging), as well as systems for permanent accessibility. The library will integrate records with links for selective documents into the Web-based catalog.

L. Acquisitions procedures affecting collection policies:

1. Standing Orders: Refer to the Narrative Description section in each Subject Collection Policy for information pertaining to standing orders for that discipline.
2. Approval Plans and Blanket Orders: Refer to the Narrative Description section in each Subject Collection Policy for information pertaining to approval plans and blanket orders for that discipline.
3. Gifts and Exchanges: The Library will accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria:
   - ☐ Publications received as gifts will be evaluated by the same standards that apply to new materials being selected.
   - ☐ The Library has the right to retain or dispose of any gift materials at the discretion of the librarians. Donors should be made aware of this.

- Normally, the Library will not accept added copies of materials already in the collection.
- Appraisal of gift materials to the Library is the responsibility of the donor. The Library does not appraise gifts.
- Gift materials requiring continuing obligations on the part of the Library should not be accepted without serious consideration of the Library's ability to keep the materials up-to-date.
- Currently, the Library has an exchange agreement with EBSCO's Missing Copy Bank. Government Documents are offered for exchange in accordance with the FDLP requirements. Other deselected materials are offered for purchase to backfile vendors. Materials that are not sold may be offered to other libraries for reimbursement of postal charges.

M. **Expensive Purchases:** Criteria are based on current and anticipated need, cost, availability of funds, other sources that might fulfill needs, and other libraries in the region that might consider purchase.

N. **Interdisciplinary Collections:** The Library is divided into eight subject floors with subject reference, periodical, and microform collections on each one. Interdisciplinary acquisitions are justifiable because more needs are met with a single source. The LC classification determines the subject floor on which the materials reside. Responsibility for evaluating and maintaining these sources sometimes involves more than one subject librarian or department in consultation with the Acquisitions/Serials Librarian.

O. **Access and Ownership Policies:** Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide fee-based per use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

AGRICULTURE
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: As there is not a degree program in the area of Agriculture, the primary purpose and emphasis of the Agriculture collection is to support teaching and research in the degree areas related to this field: Biology, Public Administration, Business, Economics, Chemistry, Education, Technology, Environmental Sciences, and Family and Consumer Sciences. Secondary support is directed to students and faculty with special research projects and interests.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Preference is given to information about agriculture in the United States. Detailed and specialized sources about the state of Alabama and the Southern region of the United States are collected.
3. Chronological Periods: Emphasis is given to information about the current era; however, no period is excluded from consideration.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are indices, abstracts, encyclopedias, dictionaries, directories, handbooks, bibliographies, biographies, yearbooks, analytical reports, statistical publications, monographs, journals, AV materials, and Web sites. Pertinent government documents are acquired. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject:** The LC Classifications S-SK define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level.** Publications encompassing animal husbandry, landscaping, forestry, aquaculture, wildlife management, plant culture, farm management, and soil conservation are acquired extensively. Historical material dealing with the development of Agriculture, including biographies and autobiographies are collected. Materials on legal and ethical aspects of Agriculture and works written on a popular level are purchased selectively. The Reference Collection mirrors and supports the retrospective contents and current acquisition practices as outlined herein. Major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Agriculture. Standard Agricultural dictionaries, encyclopedias, handbooks, directories, yearbooks, and biographical reference, and statistical abstracts are updated regularly. The Reference Collection is continuously reviewed to effect the transfer, on a regular basis, of certain titles into the circulating collection. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; History; Law;

Political Science; Public Administration; Biology; Chemistry; and Environmental Sciences.

2. Other Resources: Internet; Audio-Visual Services; General Reference Collection; Alabama Department of Agriculture and Industries; Calhoun County Extension Service; and the Auburn University College of Agriculture.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Agriculture Collection:

      Standing Orders:

      None

Blanket Orders/ Approval Plans:

None

Electronic Resources:

AGRICOLA
Biological Sciences
General Science Abstracts
ScienceDirect

b. Deselection/Replacement: Currency is of primary importance in the field of Agriculture. Every effort is made to insure that the collection is up to date and germane to the degree programs offered. Thus, erroneous or dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Biological and Agricultural Index. New York, N.Y.: H. W. Wilson Company, 1916-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

General Science Abstracts. New York, N.Y.: H.W. Wilson, 1962-. Available Online.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

A Guide to Sources for Agricultural and Biological Research. Berkeley, Calif.: University of California Press, 1981.

Jakeman, Jeff. *Agriculture and Rural Life in Alabama: A Guide to Records and Papers in the Auburn University Archives.* Auburn University, Ala.: Published jointly by the Dept. of Archives and Records Management and the Alabama Agricultural Experiment Station, 1985.

ALABAMA GALLERY

COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the Alabama Gallery collection is to serve researchers whose interests pertain to Alabamiana. The Gallery consists of two divisions: The Alabama Collection and the Rare Book Collection.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in other languages are not excluded.
2. Geographical coverage: Primary emphasis in the Alabama Gallery is on books related to Alabama. There are no limitations for the Rare Book Collection.
3. Chronological Periods: No limitations.
4. Dates of Publication: For the Alabama collection, in-print publications receive priority; however, selected retrospective materials are purchased as budget permits. There is no limitation on imprint dates for the Rare Book Collection.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, manuscripts, realia, photographs, maps, posters, memorabilia, audiocassettes, videocassettes, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, maps, monographs, journals,

bulletins, newspapers, rare books, and vertical file material. Theses and dissertations pertaining to Alabama are purchased.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications A-Z define the scope of the collection. **The recommended collection level for the Alabama Collection is a 5E, Comprehensive Level**. Publications encompassing Alabama or Alabama authorship are collected. Archival copies of all theses completed at Jacksonville State University are acquired. In addition, the Alabama Gallery serves as the primary agency for preservation of historical materials relating to Jacksonville State University. When possible, two copies of Alabamiana are purchased, one for general circulation and one for the Alabama Collection. Rare books include, but are not limited to, early imprints, autographed books, first editions, and books with unique features. For the Alabama collection, in-print publications receive priority; however, selected retrospective materials are purchased as budget permits. There is no limitation on imprint dates for the Rare Book Collection.

E. **Selectors:** Librarians, faculty, staff, and patrons provide information on Alabamiana publications to the Acquisitions/Serials Librarian. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: This collection is further supported by all other collections in the library.
2. Other Resources: Electronic Resources, Alabama Department of History and Archives, Anniston-Calhoun County Public Library.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisitions Plans Affecting the Alabama Gallery Collection:

Standing Orders:

None

Blanket Orders/ Approval Plans:

University of Alabama Press Publications

Electronic Resources:

None

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."

c. Collection Assessment Tools:

Freeman, Thomas J. *Alabama Authors and Their Works: 20th Century.* Alabama Library Association. Bibliographic Committee, 1987.

Freeman, Thomas J. *Alabama Authors and their Works: Supplemental and Incomplete.* Alabama Library Association. Bibliographic Committee, 1995.

Waldrop, Ruth W. *Alabama Authors: Titles in Print.* Tuscaloosa, Ala.: Rusk, Inc., 1987.

AMERICAN LITERATURE
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in English and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in English, Creative Writing, and Business and Technical Writing. At the Master's level, support is directed for the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are acquired very selectively and usually in English translation.
2. Geographical Coverage: Geographic guidelines are dictated by the author's country of origin. Thus, the American Literature collection consists of publications by and about colonial American authors or authors from or raised in the United States

42

3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budgets permit.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, electronic databases, selected Internet sites, and microforms. Included are anthologies, atlases, bibliographies, biographies, concordances, databases, dictionaries, directories, encyclopedias, handbooks, indexes, monographs, periodicals, and professional proceedings. Dissertations and theses are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications PS, PZ1-PZ4 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** All literary genres are collected. Publications of major American authors and those authors emphasized in the curriculum are given priority. Expansion of the literary canon in the 1990s has created a need to balance the collection by increased acquisitions in the areas of ethnic and gender literature. The Reference Collection mirrors and supports the retrospective contents and current acquisition practices as outlined herein. Major English language abstracts, indices, and bibliographies are purchased to provide access to American Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly. Specialized bibliographies, etc. are added to the collection based on the degree to which they support the curriculum. Priority is always given to scholarly works, but a selective number of materials such as an author's first work, bestsellers, or popular fiction are acquired. Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budgets permit. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Art; Audio-Visual; Communication; Drama; English Literature; General Works; History; Languages & Related Literatures; Music; and Western European Literatures.
2. Other Resources: Electronic databases; Internet sites; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the American Literature Collection:

Standing Orders:

American Literary Scholarship
American Novel Explication
American Writers: A Collection of Literary Biographies
Approaches to Teaching World Literature Series
Best American Short Stories
Best New Horror
Children's Literature
Comparative Criticism
Contemporary Literary Criticism
Editor & Publisher Free Paper Publisher Community
Editor & Publisher International Yearbook
Essay and General Literature Index
Literary Market Place
Magills Literary Annual
New Stories from the South
Nineteenth-century Literature Criticism
Poetry Criticism: Excerpts
Prize Stories for US & Canada Only
Short Story Criticism
Short Story Index
Something About the Author
Tennessee Studies in Literature
Twayne's Masterwork Studies Series
Twayne's Studies in Intellectual and Cultural History Series
Twayne's United States Authors Series
Twentieth Century Literary Criticism
Twentieth Century Short Story Explication
Understanding Contemporary American Literature Series
Who's Where
Writer's Market
Writer's Yearbook
Writings of Herman Melville
Yearbook of Comparative & General Literature
Year's Best Science Fiction

Blanket Orders/ Approval Plans:

None

Electronic Resources:

Contemporary Authors
Linguistics and Language Behavior Abstracts (LLBA)
Literary Index
MLA
Poem Finder
Scribner Writers Series
Story Finder
Twayne's Authors Series

b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."

c. Collection Assessment Tools:

Altick, Richard D. *Selective Bibliography for the Study of English and American Literature.* New York, N.Y.: Macmillan, 1979.

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Bateson, Frederick W. *A Guide to English and American Literature.* New York, N.Y.: Longman, 1976.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Essay & General Literature Index. New York, N.Y.: H.W. Wilson Company, 1933-.

Gohdes, Clarence L. *Bibliographical Guide to the Study of the Literature of the U.S.A.* 5th ed. Durham, N.C.: Duke University Press, 1984.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Humanities Index. New York, N.Y.: H.W. Wilson Company, 1974-.

Kehler, Dorothea. *Problems in Literary Research.* 4th ed. Lanham, MD. Scarecrow Press, 1997.

Kolb, Harold H. *A Field Guide to the Study of American Literature.* Charlottesville, Va.: University Press of Virginia, 1975.

Magill's Survey of American Literature. New York, N.Y.: Marshall Cavendish, 1991.

Modern Language Association of America. *MLA International Bibliography of Books and Articles on the Modern Languages and Literatures.* New York, N.Y.: The Association, 1921-. Available Online.

Recommended Reading: 500 Classics Reviewed. Pasadena, Calif.: Salem Press, 1995.

What Do I Read Next? Multicultural Literature. New York, N.Y.: Gale Research, 1997.

ART
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research in the areas of the Core Curriculum and the Baccalaureate Art Program: Studio Art (painting, drawing, printmaking, ceramics, photography and commercial design) and Art History. Secondary support is directed to faculty research and teaching, and research assistance for local area artists. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical coverage: Primary emphasis is on art and artists of the United States; secondary emphasis is on European art and artists; tertiary attention is given to art of the western hemisphere. Selected purchases of materials covering non-western and primitive art are collected.
3. Chronological Periods: Emphasis is on the 21st-century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, retrospective materials are purchased in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, catalogues, biographies, and bibliographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the College Art Association. Dissertations and theses are purchased selectively. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications N-NX, TR, and TX define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study or Instructional Support Level**. Works on the history, technique, and development of Art, including biographies and autobiographies of artists and other prominent people in the art world, are collected. Materials on legal, ethical, social, educational, and psychological aspects of Art as well as works written on a popular level to explain Art to the non-artist are acquired. Less essential items, such as works on aesthetics or research publications in Art education, are purchased selectively. Monographic works treating the craftsman, the collector, or museum researcher are acquired discriminately. The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined herein. Standard print literacy and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: This collection is further supported by related collections: American Literature; Audio-Visual; Business and Commerce; Drama; Education; English Literature; General Works;

History; Languages & Related Literatures; Music; Psychology; and Western European Literature.

2. Other Resources: Electronic databases; Birmingham Museum of Art; and other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisition Plans Affecting the Art Collection:

Standing Orders:

AIGA Graphic Design USA
Art Directors Annual
Art Index
Graphis Design
Illustrators: The Annual of American Illustrations
Mugarnas/An Annual on Islamic Art & Architecture for US & Canada
Photo Annual for US

Warman's Antiques and Collectibles Price Guide

Blanket Orders/ Approval Plans:

None

Electronic Resources:

None

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Arntzen, Etta M. *Guide to the Literature of Art History*. Chicago, Ill.: American Library Association, 1980.

Art Index. New York, N.Y.: H.W. Wilson, 1929-.

Bibliography of the History of Art: BHA = Bibliographie d'histoire de l'art. Vandoeuvre-lès-Nancy, France : Centre national de la recherche cientifique, Institut de l'information scientifique et technique; Santa Monica, Calif.: J. Paul Getty Trust, Getty Art History Information Program, 1991- .

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information New York, N.Y.: R.R. Bowker, 1962-.

Ehresmann, Donald L. *Fine Arts: A Bibliographic Guide to Basic Reference Works, Histories, and Handbooks.* Littleton, Colo.: Libraries Unlimited, 1975.

Ehresmann, Donald L. *Fine Arts: A Bibliographic Guide to Basic Reference Works, Histories, and Handbooks.* 2nd ed. Littleton. Colo.: Libraries Unlimited, 1979.

Freitag, Wolfgang M. *Art Books: A Basic Bibliography of Monographs on Artists*. 2nd ed. New York, N.Y.: Garland Publishers, 1997.

Guide to Reference Books 10th ed. Chicago: Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Humanities Index New York, N.Y.: H.W. Wilson, 1974-

Jones, Lois S. *Art Research Methods and Resources: A Guide to Finding Art Information.* Dubuque, Iowa: Kendall/Hunt, 1978.

Jones, Lois S. *Art Information and the Internet.* Phoenix, Ariz.: Oryx Press, 1999.

AUDIO-VISUAL
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The Audio-Visual Collection embraces all disciplines. The purpose of the collection is to provide support for teaching and research throughout the curriculum.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Materials are acquired in other languages when necessary to support the curriculum.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Emphasis is on current materials; however, retrospective materials are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include audio recordings, visual materials, kits, and accompanying materials (e.g. diskettes that accompany printed materials shelved in the circulating stacks).
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: Instructional materials applicable to the University curriculum receive priority. Other audio-visual materials are purchased selectively as budget permits. Repair manuals are purchased for use by the Audio-Visual Department only.

E. **Selectors**: Faculty requests are discussed and coordinated with the subject specialist. Final acquisitions decisions lie with the Audio-Visual Director and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: All others in the Collection Management and Development Policy
2. Other Resources: JSU's Nursing Media Center; Ramona Wood Teaching Learning Center; JSU's Music Library; ACE Technology; and other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: The Audio-Visual Center provides services for satellite teleconferencing. Other departments are responsible for associated fees. Archival copies are made when expressed permission has been granted.
4. Other:
   a. Acquisition Plans Affecting the Audio-Visual Collections:

Standing Orders:

AV Marketplace
Educational Media and Technology Yearbook
Film Literature Index
Film Review Annual
International Television and Video Almanac
Magill's Cinema Annual

Blanket Orders/ Approval Plans:

None

Electronic Databases:

None

b. Deselection/Replacement: Every effort is made to insure that the collection is up-to-date and germane to the programs offered. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy. Items, which, because of their age, have reached their contract limits (i.e., through copyright agreements, etc.) are removed from the collection.

c. Collection Assessment Tools:

AV Market Place. New York, N.Y.: R.R. Bowker, 1998-

AUXILIARY SCIENCES OF HISTORY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the Auxiliary Sciences of History Collection is to provide secondary support in the fields of History, Political Science, and Geography & Anthropology.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.
2. Geographical coverage: No limitations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are abstracts, indices, almanacs, yearbooks, encyclopedias, directories, dictionaries, handbooks, bibliographies, and biographies. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classification C defines the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level.** Publications encompassing the history of civilization, general archaeology, archives, technical chronology, numismatics, epigraphy, heraldry, genealogy, and general collective biography are collected. Works of a popular nature are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major indices, abstracts and bibliographies, are purchased to provide access to the literature of general history. Standard dictionaries, encyclopedias, almanacs, handbooks, and directories are collected. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; Geography & Anthropology; History; Philosophy, Ethics & Religion; Political Science & Public Administration.
2. Other Resources: Online databases and other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Auxiliary Sciences of History Collection:

Standing Orders:

Current Biography
Dictionary of International Biography
International Who's Who
Proceedings of the American Academy of Arts and Letters
Scribner Encyclopedia of American Lives

Blanket Orders/ Approval Plans:

None

Electronic Resources:

Academic Search Elite
America: History and Life
Biography and Genealogy Master Index
Biography Resource Center
Expanded Academic ASAP
Historical Abstracts

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Biography Index. New York, N.Y.: H.W. Wilson Company, 1949-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-

Gilmer, Lois. *Genealogical Research and Resources: A Guide for Library Use.* Chicago, Ill.: American Library Association, 1988.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

BIOLOGY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The collection's primary purpose and emphasis is to support teaching and research activities at the Core Curriculum, Baccalaureate and Master's levels. Areas of concentration for the Bachelor of Science degree are: Animal Biology, Plant Biology, Environmental Biology/Ecology, Marine Biology, and Pre-Professional Biology. Collection concentration also supports the departmental minor fields of Biology or Special Studies. Further support is directed to the Bachelor of Science in Education program for those majoring in the teaching field of Biology. At the Master's level, support is directed for the Master of Science in Biology. In addition, supporting courses are offered for the Master of Arts in General Studies and the Master of Science in Education with a major in Secondary Education with a teaching field in Biology or General Science. Secondary support is directed to faculty teaching and research, and research assistance for local biologists. A tertiary, but significant, area of the Biology Collection are the holdings in Agriculture, Plant Culture, Forestry, Animal Culture, Aquaculture, and Wildlife Management. The interdisciplinary nature of the biological sciences requires that students and faculty consult related collections in the library.

B. Scope of Coverage:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Biological Sciences in the United States and secondary emphasis is on World Biological Studies.
3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. Types of Material:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, field guides, analytical research reports, statistical publications, bibliographies, and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Institute of Biological Sciences. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications QD-QR, S-SK define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing natural history, genetics, ecology, cytology, biological physiology, biological anatomy, animal behavior and psychology, embryology, microbiology, and taxonomy are collected. Historical material dealing with the development of the biological sciences, including biographies and autobiographies of biologists and naturalists are collected. Materials on legal, ethical, and environmental issues in the Biological Sciences are purchased. Works of a popular nature are collected selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language Biology abstracts, indices, and bibliographies are purchased to provide access to the literature of Biology. Standard Biology dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Agriculture; Audio-Visual; Chemistry; Family and Consumer Sciences; and General Works.
2. Other Resources: Internet; Alabama Fish and Game Department; Alabama Fish Hatchery; Marine Environmental Science Consortium Sea Laboratory; U. S. Soil Conservation Service; Calhoun County Extension Service; U. S. Department of Agriculture; and other academic institutions in the state of Alabama and the Southeast region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further

supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Biology Collection:

      Standing Orders:

      Advances in Applied Microbiology
      Advances in Ecological Research
      Advances in Immunology
      Advances in Insect Physiology
      Annual Review of Biochemistry
      Annual Review of Cell and Developmental Biology
      Annual Review of Ecology and Systematics
      Annual Review of Entomology
      Annual Review of Genetics
      Annual Review of Microbiology
      Annual Review of Physiology
      Annual Review of Plant Physiology and Plant Molecular Biology
      Biology of the Reptilia
      Ecological Studies
      Evolutionary Biology
      Flora of North America
      Kew Record of Taxonomic Literature Relating to Vascular Plants
      Recent Progress in Hormone Research
      Systematic Botany Monographs

      Blanket Orders/ Approval Plans:

      None

Electronic Resources:

Access Science
BioDigest
Biological Sciences
BioMed Central
Conference Papers Index
General Science Abstracts
Medline
Plant Science
ScienceDirect
Toxline

b. Deselection/Replacement: Currency is of primary importance in the field of Biology. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Bell, George H. *A Guide to the Zoological Literature.* Englewood, Colo.: Libraries Unlimited, 1994.

Biological and Agricultural Index. New York, N.Y.: H. W. Wilson Company, 1916-.

Biological Sciences. Bethesda, Md.: Cambridge Scientific Abstracts, [199-?]. Available Online.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-

Choice's Outstanding Academic Books, 1992-1997. Chicago, Ill.: Association of College and Research Libraries, 1998.

Davis, Elisabeth B. *Guide to Information Sources in the Botanical Sciences.* Englewood, Colo.: Libraries Unlimited, 1996.

Davis, Elisabeth B. *Using the Biological Literature: A Practical Guide.* New York, N.Y.: M. Dekker, 1995.

General Science Abstracts. New York, N.Y.: H.W. Wilson, 1993-. Available Online.

Guide to Reference Books 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hurt, Charlie Deuel. *Information Sources in Science and Technology.* Englewood, Colo.: Libraries Unlimited, 1994.

Magazines for Libraries. New York, N.Y.: Bowker, 1969-

Malinowsky, H. Robert. *Reference Sources in Science.* Ariz.: Oryx, 1994.

CHEMISTRY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The collection's primary purpose is to support the teaching and research at the Core Curriculum and Baccalaureate levels. A Bachelor of Science degree with a major in Chemistry is offered, with General, Biochemistry or Environmental options. Further support is directed to the Bachelor of Science in Education for those majoring in the teaching field of General Science. Additionally, courses are offered at the Master's level in support of the major in Secondary Education with a teaching field of General Science and the Master of Public Administration with a concentration in Environmental Science Management. In addition to supporting students seeking a major or minor in Chemistry, the collection supports those students wishing to follow a professional program leading to a career as a professional chemist. Secondary support is directed to faculty teaching and research, and research assistance for library patrons. The interdisciplinary nature of the chemical sciences requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.

3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. Types of Material:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies, and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Chemical Society. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. Treatment of Subject: The LC Classifications QD and TP define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study of Instructional Support Level.** Publications encompassing analytical chemistry, inorganic chemistry, organic chemistry, physical and theoretical chemistry, and crystallography are acquired extensively. Historical materials dealing with the development of Chemistry, including biographies and autobiographies of chemists are collected. Works of a popular nature are collected selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Chemistry. Standard chemical dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories

1. Interdisciplinary Relationships: This collection is further supported by related collections: Biology, Agriculture, Family and Consumer Sciences, General Works, Nursing, Technology.
2. Other Resources: Online databases and other academic libraries within the state of Alabama and region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisitions Plans Affecting the Chemistry Collection:

        Standing Orders:

        Annual Review of Pharmacology
        Medical School Admission Requirements

Approval Plans and Blanket Orders:

None

Electronic Databases:

American Chemical Society Publications

Access Science
General Science Abstracts
ScienceDirect
Wiley InterScience

b. Deselection/Replacement: Currency is of primary importance in the field of Chemistry. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

General Science Abstracts. New York, N.Y.: H.W. Wilson, 1993-. Available Online.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hurt, Charlie Deuel. *Information Sources in Science and Technology.* Englewood, Colo.: Libraries Unlimited, 1994.

Maizell, Robert E. *How to Find Chemical Information.* New York, N.Y.: Wiley, 1998.

Malinowsky, H. Robert. *Reference Sources in Science, Engineering, Medicine, and Agriculture.* Phoenix, Ariz.: Oryx, 1994.

COMMERCE AND BUSINESS ADMINISTRATION
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research at the Core Curriculum, Baccalaureate, and Master's levels. Areas of concentration at the Baccalaureate level include: Accounting, E-Commerce, Economics, Finance, Management, and Marketing. Collection concentration also supports the departmental minor fields of Accounting, Business Administration, Economics, Finance, Management and Marketing. At the Master's level, the collection supports the research and teaching activities leading to the Master of Business Administration. In addition, it supports the area of concentration in business administration within the Master of Public Administration. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Commerce and Business Administration in the United States, but other geographic areas are included for consideration.

3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are annual reports, encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, atlases, loose-leaf services, analytical reports, and statistical works. In addition, conference proceedings; societal transactions; association reports; local, state, federal, and international agency publications are collected. Dissertations and theses are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications H-HJ define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing statistics, economics, demography, economic history and theory, agriculture, industry, labor, communication and transportation, commerce, e-commerce, finance, and public finance are collected. Historical material dealing with the development of Commerce and Business Administration, including autobiographies and biographies of prominent professional business figures and scholars of the discipline, are collected. Works of a popular nature are selectively acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, electronic datafiles and bibliographies are purchased to provide access to the literature of commerce and business administration. Standard commerce and business dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University

community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual, Criminal Justice, Education, General Works, Nursing, Political Science and Public Administration, Psychology, Sociology and Social Work.
2. Other Resources: Internet; Alabama Department of Agriculture & Industries; Alabama Department of Economic & Community Affairs; Alabama Department of Environmental Management; Alabama Department of Industrial Relations; Alabama Development Office; Alabama Real Estate Commission; Center for Business and Economic Research (UA); Center for Economic Development (JSU); Federal Trade Commission; U. S. Department of Labor; and area Chambers of Commerce.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular

updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisition Plans Affecting the Commerce and Business Administration Collection:

      Standing Orders:

      Accountant's Business Manual
      Accounting Principles
      Accounting Trends and Techniques
      AICPA Audit & Accounting Manual
      AICPA Professional Standards
      AICPA Technical Practice Aids
      Alabama Industrial Directory
      Almanac of Business and Industrial Financial Ratios
      America's Corporate Families/Billion Dollar Directory
      America's Corporate Family and International Affiliates
      Annual Editions -- Management
      Annual Editions – Marketing
      Annual Editions--Public Administration (U.S. & Mexico)
      Banking Law Journal Digest
      Best's Insurance Reports – Life Health Editions
      Best's Insurance Reports – Property Casualty
      Brands and Their Companies
      Business Forms On File
      Commercial Atlas and Marketing Guide
      CRB Commodity Yearbook
      D&B Principal International Businesses
      Directory of Obsolete Securities
      Duns Employment Opportunities Directory
      FASB Current Text: Accounting Standards
      FASB Interpretation
      Federal Income Taxation of Real Estate
      Industry Norms and Key Business Ratios
      International Trade Statistics Yearbook
      Investment Companies Yearbook
      IRS Forms
      IRS Publications

Millers Comprehensive GAAP Guide
Millers Comprehensive GAAS Guide
Mutual Fund Update
Principal International Businesses
Reference Book of Corporate Management
Research in Organizational Behavior
Research in Personnel & Human Resources Management
Revocable Trusts
RMA Annual Statement Studies
SEC Accounting Rules
Small Business Sourcebook
Standard Directory of Advertisers
Standard Federal Tax Reporter
State Tax Review
Statement of Financial Accounting Standards
Statement on Auditing Standards
Subchapter S Taxation
Summer Jobs For Students
Uniform CPA Examination
US Master Tax Guide
US Tax Cases
Value Line Investment
What Color Is Your Parachute?
World Chamber of Commerce Directory
Yearbook of Labor Statistics
Your Income Tax

Blanket Orders/Approval Plans:

American Institute to Certified Public Accountants
American Management Association
Committee for Economic Development
FASB Basic Subscription Plan
International Monetary Fund Occasional Papers

Electronic Databases:

ABI/INFORM Global
Associations Unlimited
Business Source Elite
FISonline
FT.com Global Archives
Moody's News Reports
National Trade Data Bank
ScienceDirect
Stat-USA Internet

Standard & Poor's NetAdvantage
Value Line Investment Survey
Wall Street Journal

b. Deselection/Replacement: Currency is of primary importance in the field of Commerce and Business Administration. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

ABI-Inform Global. Bell and Howell Information and Learning Services, 1971-. Available Online.

Accounting Articles. Chicago, Ill.: Commerce Clearing House, 1963-.

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

The Business Library and How to Use It. Detroit, Mich.: Omnigraphics, 1996.

Daniells, Lorna. *Business Information Sources.* Berkley, Calif.: University of California Press, 1993.

Encyclopedia of Business Information Sources. Detroit, Mich.: Gale Research Company, 1970-.

Guide to Reference Books 10th ed. Chicago: Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Schlessinger, Bernard S. *The Basic Business Library: Core Resources.* Phoenix, Ariz.: Oryx Press, 1995.

COMMUNICATION
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research in the areas of the Core Curriculum and the Baccalaureate Communication Program: Radio and Television Production, Communication Law, Media Ethics, and Communication Theory. In addition, support is given to the minor in Communication. Secondary support is directed to faculty teaching and research, and research assistance for local area communication professionals. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Communication in English-speaking areas; secondary emphasis is on Communication as practiced in other developed countries. Very selected purchases are made of materials covering Third World and developing nations.
3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, analytical research reports, and statistical works. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the Association for Education in Journalism and Mass Communication, Association of Schools of Journalism, Radio-Television News Directors, Society of Professional Journalists, and the Broadcast Education Association. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications HE and PN define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study or Instructional Support Level.** Publications encompassing journalism and the mass media, particularly those dealing with the technical, sociological, professional, legal, and ethical aspects of communication are collected extensively. Historical materials dealing with the development of communication studies, including biographies and autobiographies of communication theorists, journalists, broadcasters, actors, screenwriters, and other notable media figures are acquired. Works of a popular nature are purchased selectively. The Reference Collection mirrors and supports the retrospective contents and current acquisitions practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are obtained, in any available format, in order to provide access to the literature of communication. Standard print literary and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University

community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Art, Audio-Visual, Commerce & Business Administration, Drama, General Works, Law, Languages & Related Literatures, Political Science & Public Administration, Sociology & Social Work, and Technology.
2. Other Resources: Electronic resources and other academic institutions in the state of Alabama and region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Communication Collection:

      Standing Orders:

      All About Cable
      Broadcasting and Cable Yearbook
      Communication Yearbook
      Communications Law and Practice
      International Motion Picture Almanac
      International Television and Video Almanac
      Working Press of the Nation

      Blanket Orders/ Approval Plans:

      None

      Electronic Resources:

      ABI/INFORM Global
      EBSCOhost
      Expanded Academic ASAP

   b. Deselection/Replacement: Currency is of primary importance in the field of Communication. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Blum, Eleanor. *Basic Books in the Mass Media.* Urbana, Ill.: University of Illinois Press, 1980.

Blum, Eleanor. *Mass Media Bibliography.* Urbana, Ill.: University of Illinois, 1990.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Cates, Jo A. *Journalism: A Guide to the Reference Literature.* Englewood, Colo.: Libraries Unlimited, 1997.

Communication Abstracts. Beverly Hills, Calif.: Sage Publications, 1978-.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996

Head, Sidney W. *Broadcasting in America.* Boston, Mass.: Houghton Mifflin, 1991.

International Encyclopedia of Communications. New York, N.Y.: Oxford University Press, 1989.

Mass Communications Research Resources: An Annotated Guide. Mahwah, N.J.: L. Erlbaum Associates, 1998.

Rubin, Rebecca B. *Communication Research: Strategies and Sources.* 5th ed. Belmont, Calif.: Wadsworth Thomson Learning, 2000.

CRIMINAL JUSTICE
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support the teaching and research activities in the areas of the Core Curriculum, Baccalaureate, and Master's levels. Areas of concentration at the Baccalaureate level include Law Enforcement, Corrections, Security Administration, and Forensic Science. Collection concentration further supports the departmental minor fields of Law Enforcement, Corrections, Forensic Investigation and Security Administration. At the Master's level the collection supports the research and teaching activities leading to the Master of Science in Criminal Justice. In addition, it supports the area of concentration in Criminal Justice within the Master of Public Administration program. Secondary support is directed to faculty teaching and research. A tertiary area of support is directed to the activities of the Northeast Alabama Police Academy. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on society in the United States, but no area is excluded from consideration.

3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats (aggregators, journals, Web sites and off-line electronic resources). Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Corrections Association. Dissertations and theses are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications HV6001-HV9960 and K define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing law enforcement, ethical issues, corrections, forensics, police administration, prison administrations, polygraph, juvenile delinquency, criminology and crime are collected. Historical materials dealing with the development of criminal justice, including autobiographies and biographies of criminologists, are purchased. Works written on a popular level are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, electronic data files, and bibliographies are purchased to provide access to the literature of criminal justice. Standard criminal justice dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual, Commerce & Business Administration, Education, General Works, Political Science & Public Administration, Sociology & Social Work.
2. Other Resources: Electronic data files; Alabama Department of Public Safety; Alabama Department of Corrections; Alabama Board of Pardons & Parole; Alabama Alcoholic Beverage Control Board; Alabama Department of Forensic Sciences; Alabama Department of Youth Services; Federal Bureau of Investigation; and the National Criminal Justice Reference Service.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Criminal Justice Collection:

      Standing Orders:

      Advance Annotation Service to the Code of Alabama
      Advisory Opinions
      Alabama Administrative Code
      Alabama Rules Annotated
      Alabama Rules of Courts
      Alabama State Tax Reporter
      Annual Editions – Criminal Justice
      Annual Editions – Deviant Behavior
      Annual Editions – Drugs, Society and Behavior
      Annual Editions – Social Welfare and Social Work
      Annual Review of Sociology
      Code of Alabama
      Corrections Yearbook
      Crime and Justice
      Criminal Law Reporter
      Directory, Juvenile & Adult Correctional Departments Institutions, Agencies & Paroling Authorities
      Federal Register
      Index to Legal Periodicals and Books
      PAIS International in Print
      Statistical Yearbook
      Supreme Court Review
      Supreme Court Yearbook
      Trial Handbook for Alabama Lawyers
      United States Law Week
      West's Encyclopedia of American Law

      Approval Plans and Blanket Orders:

      None

      Electronic Databases:

      NCJRS Abstracts
      Sociological Abstracts
      Westlaw Campus

   b. Deselection/Replacement: Currency is of primary importance in the field of Criminal Justice. Every effort is made to insure that the collection is up-to-date and germane to the programs offered. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Benamati, Dennis C. *Criminal Justice Information: How to Find It, How to Use It.* Phoenix, Ariz.: Oryx Press, 1998.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Criminal Justice Abstracts. Hackensack, N.J.: National Council on Crime and Delinquency, Information Center, 1977.

Criminal Justice Periodicals Index. Ann Arbor, Mich.: Indexing Services, University Microfilms, 1975-1998.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Index to Legal Periodicals. Bronx, N.Y.: H.W. Wilson Company, 1994-.

PAIS International in Print. New York, N.Y.: Public Affairs Information Service, 1991-.

DRAMA
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research in the areas of Core Curriculum and Baccalaureate Drama programs: Acting, Directing, and Stagecraft. Collection concentration also supports the departmental minor. Further support is directed to the Bachelor of Science in Education Program for those majoring in the teaching field of Drama. Secondary support is directed to faculty teaching and research, and research assistance for local area drama teachers and theatre performers. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Dramatic works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Drama in the western world; secondary emphasis is on theatre as practiced in the major eastern countries. Selected purchases are made of materials covering Third World and developing nations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies and biographies. Publications of professional organizations, such as the National Association of Dramatic and Speech Arts, are acquired. Dissertations and theses are purchased selectively. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications GV1541-1860, P-PN, and MT955-956 define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level.** Publications encompassing the performing arts, dramatic composition, dramatic representation, stage, costume design, make-up, and theatrical design are collected. Historical material dealing with the development of western drama, including biographies and autobiographies of playwrights, performing artists, and others active in the dramatic arts, are collected. Materials on technical, legal, and ethical aspects of theatre as well as works written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are obtained, in any available format, in order to provide access to the literature of Drama. Specialized dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: This collection is further supported by related collections: American Literature, Art, Audio-Visual, English

Literature, Communication, Education, General Works, Geography, History, Languages and Related Literatures, Music, and Western European Literatures.

2. Other Resources: Alabama State Theater; academic institutions in the state of Alabama and region; and online databases.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisitions Plans Affecting the Drama Collection:

Standing Orders:

Best Plays of...
Drama Criticism
Drama for Students
Film Literature Index
Film Review Annual
History of America Cinema

Humana Festival
International Bibliography of Theatre
International Motion Picture Almanac
International Television and Video Almanac
Magill's Cinema Annual
Play Index
Renaissance Drama
Theatre History Studies
Theatre Symposium

Blanket Orders/ Approval Plans:

Stage and Screen

Electronic Resources:

Academic Search Elite
EBSCOhost
International Index to Music Periodicals
MLA
Scribner Writers Series
Twayne's Authors Series

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Kesler, Jackson. *Theatrical Costume: A Guide to Information Sources.* Detroit, Mich.: Gale Research Company, 1979.

Mikhail, E. H. *Contemporary British Drama, 1950-1976.* Totowa, N.J.: Rowman and Littlefield, 1976.

Mikhail, E. H. *English Drama, 1900-1950: A Guide to Information Sources.* Detroit, Mich.: Gale Research Company, 1977.

Simons, Linda Keir. *The Performing Arts: A Guide to the Reference Literature.* Englewood, Colo.: Libraries Unlimited, 1994.

Slide, Anthony. *Sourcebook for the Performing Arts.* New York, N.Y.: Greenwood Press, 1988.

Taylor, Thomas J. *American Theatre History: An Annotated Bibliography.* Pasadena, Calif.: Salem Press, 1992.

EDUCATION
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support the teaching and research activities of the College of Education at the Baccalaureate, Master, and Educational Specialist levels. Within the Department of Curriculum and Instruction, the areas of concentration include Early Childhood Education, Elementary Education, and Special Education. The Department of Educational Resources offers courses in the following areas: Secondary Education, Educational Psychology, and Instructional Media. An alternative fifth-year certification is available for students who hold Bachelor degrees with a major in a field of study other than teacher education and for students who have teaching certification in one field but wish to change to another at the Master's level. At the Master and the Educational Specialist levels the majors are: Counselor Education, Early Childhood Education, Early Childhood Special Education, Educational Administration, Elementary Education, Library Media, Music Education, Physical Education, Secondary Education, and Special Education. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support education research.
2. Geographical Coverage: Primary emphasis is on Education in the United States; secondary emphasis is on Education in the English speaking countries. Selected materials covering other areas are purchased for comparative purposes.
3. Chronological Periods: Primary emphasis is on Education in the 21st century; however, earlier educational research and historical materials are sought.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are indices, abstracts, dictionaries, encyclopedias, directories, college catalogs, statistical publications, bibliographies, handbooks, biographies, almanacs, government publications, and yearbooks. Publications of professional organizations, including their conference proceedings, are acquired. As a library review site for the State Board of Education, the Library acquires an approval copy of the student

texts under consideration for adoption by the state. These are housed in a special location and do not circulate until after the adoption review period has ended. At that time the textbooks are processed into the K-12 Textbook Collection. Educational textbooks are not purchased unless they are of seminal or historical value. Juvenile books representing all subjects and formats (e.g., picture books, dictionaries, and anthologies) are acquired for the Juvenile Collection. Theses and dissertations are collected selectively. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications L-LT, Textbooks A-Z, and Juvenile A-Z define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing the history of Education, theory and practice of Education at all levels, educational psychology, counseling, wellness, individual educational institutions, school law, sports law, ethics of education, school reform, special education, physical education, recreation, educational technology, computer-assisted instruction, media centers, and special aspects of education are collected. Historical materials dealing with the development of Education, including autobiographies and biographies of educators, educational administrators, and educational theorists, are acquired. Popular treatments are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. The major indices, abstracts, and bibliographies are purchased to provide access to the literature of Education. Standard educational dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical resources are updated regularly.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; American Literature; Audio-

Visual; Biology; Chemistry; Drama; English Literature; Family and Consumer Sciences; General Works; Geography and Anthropology; Geology; Health, Physical Education, & Recreation; History; Languages and Related Literatures; Law; Library Science; Mathematical, Computing & Information Sciences; Music; Nursing; Philosophy, Ethics, & Religion; Physics; Political Science and Public Administration; Psychology; Sociology & Social Work; and Western European Literatures.

2. Other Resources: JSU Teaching/Learning Center; Alabama Commission on Higher Education; Alabama Department of Secondary Education; Alabama Department of Education; U.S. Department of Education; Alabama High School Athletic Association; other academic institutions in the state of Alabama and region; and the Internet.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they could expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL,

changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisition Plans Affecting the Education Collection:

      Standing Orders:

      Annual Editions - Early Childhood Education
      Annual Editions - Educating Exceptional Children
      Annual Editions - Education
      Annual Editions - Educational Psychology
      Annual Editions - Multicultural Education
      Brookings Papers on Education Policy
      College Blue Book
      Directory of Research Grants
      Educational Media and Technology Yearbook
      EL-Hi Textbooks in Print
      ERIC
      Grants Register
      MDRS School Directories - Alabama
      MDRS School Directories - Arkansas
      MDRS School Directories - Florida
      MDRS School Directories - Georgia
      MDRS School Directories - Louisiana
      MDRS School Directories - Mississippi
      MDRS School Directories - North Carolina
      MDRS School Directories - South Carolina
      MDRS School Directories - Tennessee
      National Reading Conference Yearbook
      Newbery and Caldecott Awards
      NSSE Yearbook
      Official GRE-CGS Directory of Graduate Programs
      Patterson's American Education
      Physical Education Index
      Recommended Reference Books for Small & Medium Sized Libraries
      Requirements for Certification of Teachers, Counselors, Librarians, Administrators for Elementary and Secondary Schools
      Review of Research in Education
      SREB Fact Book on Higher Education

Study Abroad
Teacher Certification Requirements in all Fifty States
Yearbook of Education Law
Yearbook: Claremont Reading Conference

Blanket Orders/ Approval Plans:

Jossey-Bass Educational Series
National Council of Teachers of Mathematics
National Education Association Publications
PDK Fastbacks Series

Electronic Resources:

College Catalogs
EBSCOhost's Education Databases
EBSCOhost's Grades K-12 Databases
Education Abstracts Full Text
Emerald Fulltext
ERIC
ProQuest Career and Technical Education
Searchasaurus
SPORT Discus
Teacher Journals
Westlaw Campus
Wiley InterScience

b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Council for Early Childhood Professional Recognition. *Resources for Early Childhood Training.* Washington, D.C.: The Council, 1996.

Current Index to Journals in Education: CIJE. Phoenix, Ariz.: Oryx Press, 1969-.

Education Index. New York, N.Y.: H. W. Wilson Company, 1929-.

Education: A Guide to Reference & Information Sources. 2nd ed. Englewood, Colo.: Libraries Unlimited, 2000.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Menges, Robert J. *Key Resources on Teaching, Learning, Curriculum, and Faculty Development.* San Francisco, Calif.: Jossey-Bass Publisher, 1988.

Middle Level Education: An Annotated Bibliography. Westport, Conn.: Greenwood Press, 1996.

O'Brien, Nancy P. *Core List of Books and Journals in Education.* Phoenix, Ariz.: Oryx Press, 1991.

O'Brien, Nancy P. *Education: A Guide to Reference and Information Sources.* Englewood, Colo.: Libraries Unlimited, 2000.

Sedlak, Michael. *American Educational History.* Detroit, Mich.: Gale Research Company, 1981.

Shoebridge, Michele. *Information Sources in Sport and Leisure.* New York, N.Y.: Bowker-Saur, 1992.

Spear, George E. *Urban Education: A Guide to Information Sources*. Detroit, Mich.: Gale Research Company, 1978.

Stein, Morris I. *Gifted, Talented, and Creative Young People*. New York, N.Y.: Garland, 1986.

Woodbury, Marda. *A Guide to Sources of Educational Information*. Arlington, Va.: Information Resources Press, 1982.

Zeigler, Earle F. *Research in the History, Philosophy, and International Aspects of Physical Education and Sport*. Champaign, Ill.: Stipes Publishing Company, 1971.

EMERGENCY MANAGEMENT
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research at the Master's level and the post Certificate in Emergency Management. Areas of concentration at the Master's level include: Emergency Management, Law (Federal and State), Damage Assessment and Recovery, and Terrorism/Counter-Terrorism. Further support is directed to the recently created Bachelor of Science in Emergency Management with a minor in Public Safety Telecommunications. The focus at the Baccalaureate level is to educate students about the human, physical and psychological consequences of natural and technological disasters. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Emergency Management in the United States, but other geographic areas are included for consideration.
3. Chronological Periods: Emphasis is on 21st-century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, retrospective publications are purchased in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media and selected materials in microforms and electronic data files. These include aggregators, journals, Web sites, and off-line electronic resources. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, atlases, loose-leaf services, analytical reports, and statistical works. In addition, conference proceedings; societal transactions; association reports; and local, state, federal, and international agency publications are collected. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications HE, HV, P-P99, RA, TD, and TH9000 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study and Instructional Support Level.** Publications encompassing law (federal and state); telecommunications; damage assessment and recovery; public health; environmental technology; terrorism/counter-terrorism; fire fighting; sociology; psychology; criminal justice; hazardous materials; and emergency management are collected extensively. Historical materials dealing with the development of Emergency Management, including autobiographies and biographies of prominent professional figures and scholars of the field are collected. The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language emergency management abstracts, indices, electronic data files and bibliographies are purchased to provide access to the literature of Emergency Management. Standard emergency management dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University

community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Communication, Nursing, Criminal Justice, Law, Political Science, Psychology, and Social Work and Sociology.
2. Other Resources: Internet, Alabama Emergency Management Agency; Federal Emergency Management Agency; Disaster Research Center, University of Delaware; Global Emergency Management Services Association; Hazard Reduction & Recovery Center, Texas A&M; National Emergency Management Association; and the Natural Hazards Center at the University of Colorado, Boulder.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of

necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Emergency Management Collection:

      Standing Orders:

      Annual Editions - Criminal Justice
      Annual Editions - Deviant Behavior
      Annual Editions - Drugs Society and Behavior
      Annual Editions - Human Development
      Annual Editions - Public Administration
      Annual Editions - Social Welfare and Social Work
      Annual Editions - Sociology
      Annual Review of Sociology
      Corrections Yearbook
      Crime and Justice
      Criminal Justice History
      Criminal Law Reporter
      National Directory of Law Enforcement Administrators
      PAIS International in Print
      Research in the Sociology of Organizations
      Tanner Lectures on Human Values

      Blanket Orders/ Approval Plans:

      National Association for Social Workers Publications

      Electronic Resources:

      PsychInfo
      Sociological Abstracts
      Westlaw Campus

   b. Deselection/Replacement: Currency is of primary importance in the field of Emergency Management and every effort is made to insure that the collection is up-to-date and germane to the degree program offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Stringfield, William H. *Emergency Planning and Management.* Rockville, MD. Government Institutes, 2000.

ENGLISH LITERATURE
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The primary purpose of the English Literature Collection is to support the teaching and research activities in the areas of the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in English and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in English, Creative Writing, and Business and Technical Writing. At the Master's level, support is directed to the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Geographical guidelines are dictated by the authors' country of origin. Thus, the English Literature collection consists of publications by and about British and British

Commonwealth authors. Primary emphasis is the literatures and authors of the United Kingdom. Due to expansion of the canon, increasing emphasis is placed on the literatures and authors of the current and former nations of the British Commonwealth.

3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals and nonprint media, including electronic databases and select Internet sites and microforms. Included are anthologies, atlases, bibliographies, biographies, concordances, databases, dictionaries, encyclopedias, handbooks, indexes, and professional proceedings. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classification PR defines the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** All literary genres are collected. Publications of major authors and those authors emphasized in the curriculum are given priority. Supplementary materials of a biographical, bibliographic, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but a selective number of materials, such as an author's first work, bestsellers, or popular fiction are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to English Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly. Specialized bibliographies, encyclopedias, etc. are added to the collection based on the degree to which they support the curriculum. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communications with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University

community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections Art, Audio-Visual, American Literature, Drama, General Works, History, Languages and Related Literatures, Music, Western European Literatures.
2. Other Resources: Online databases and the online catalogs of other academic institutions in the state of Alabama and the region. Internet sites and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the English Literature Collection:

Standing Orders:

Approaches to Teaching World Literature Series
Comparative Criticism
Contemporary Literary Criticism
Critical Essays On British Literature
Dickens Studies Annual
Drama Criticism
Eighteenth Century/Current Bibliography
English Literary Studies Monograph Series
Essay and General Literature Index
Essays & Studies
Magill's Literary Annual
Miscellanies by Henry Fielding
Nineteenth-Century Literature Criticism
Poetry Criticism
Prize Stories, the O'Henry Awards
Shakespeare Studies
Shakespeare Survey
Shaw: The Annual of Bernard Shaw Studies
Short Story Criticism
Short Story Index
Twayne's English Authors Series
Twayne's Masterwork Studies Series
Twayne's Studies in Intellectual and Cultural History Series
Twayne's United States Authors Series
Twentieth Century Literary Criticism
Twentieth Century Short Story Explication
Yearbook of Comparative & General Literature
Year's Work In English Studies

Blanket Orders/ Approval Plans:

None

Electronic Resources:

Contemporary Authors
Linguistics and Language Behavior Abstracts
MLA International Bibliography Association

Poem Finder
Story Finder
Scribner Writers Series
Twayne's Authors Series - Twayne's
World, English, and US Authors

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970.

Altick, Richard D. *Selective Bibliography for the Study of English and American Literature.* New York, N.Y.: Macmillan, 1979.

Bateson, Frederick W. *A Guide To English and American Literature.* New York, N.Y.: Longman, 1976.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Essay & General Literature Index. New York, N.Y.: H. W. Wilson Company, 1933-.
Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Modern Language Association of America. *MLA International Bibliography of Books and Articles on the Modern Languages and Literatures.* New York, N.Y.: The Association, 1921- (Also available electronically)

ENVIRONMENTAL SCIENCE
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The collection's primary purpose is to support teaching and research at the Core Curriculum, Baccalaureate and Master's level. The Department of Physical and Earth Sciences offers Environmental Science as a minor at the Baccalaureate level. At the Master's level, the Political Science Department offers a Master of Public Administration with a concentration in Environmental Science Management. Additional emphasis is on support for other science majors and students in the Bachelor of Science in Education program majoring in the teaching field of General Science. Because of the interdisciplinary nature of Environmental Sciences, students should consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on environmental science in North America, and secondary emphasis is on world environmental science.
3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, field guides, bibliographies, biographies, atlases, and maps. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications GE, GF, QH, S, and TD define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing environment, human ecology, anthropology, natural resources, economics, health, agriculture, engineering, technology, and law and legislation are collected. Historical materials dealing with the development of Environmental Science, including biographies and autobiographies of Environmental Scientists are purchased. Works of a popular nature are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of environmental science. Standard environmental dictionaries, encyclopedias, handbooks, directories, yearbooks, biographical references and statistical abstracts are updated regularly.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communications with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual, Biology, Chemistry, General Works,

Geography and Anthropology, Geology, Government Documents, Physics, and Technology and Engineering.

2. Other Resources: Internet, and other academic institutions in the state of Alabama and region.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

    a. Acquisitions Plans Affecting the Environmental Science Collection:

        Standing Orders:

        Annual Editions: Environment

        Blanket Orders/ Approval Plans:

        None

Electronic Resources:

Biological Sciences
Environmental Health
Environmental RouteNet
General Science Abstracts
ScienceDirect
Wiley InterScience

b. Deselection/Replacement: Currency is important in the field of Environmental Science. Every effort is made to insure that the collection is up-to-date and germane to the programs. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, CO: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958-.

Beacham, Walton. *Beacham's Guide to Environmental Issues and Sources.* Washington, D.C.: Beacham Publishing, 1993.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Choice. Middletown, Conn., [etc.]: Association of College and Research Libraries, 1964-.

Fortner, Diane M *Environmental Studies: An Annotated Bibliography.* Metuchen, N.J.: Scarecrow Press; Pasadena, Calif.: Salem Press, 1994.

Hurt, Charlie Deuel. *Information Sources in Science and Technology.* Englewood, Colo.: Libraries Unlimited, 1998.

General Science Abstracts. New York, N.Y.: H.W. Wilson, 1993-. Available Online.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Island Press Bibliography of Environmental Literature. Washington, D.C: Island Press, 1993.

Malinowsky, H. Robert. *Reference Sources in Science, Engineering, Medicine, and Agriculture.* Phoenix, Ariz. Oryx, 1994.

FAMLY AND CONSUMER SCIENCES
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The primary purpose of Family and Consumer Sciences collection is to provide support for teaching and research at the undergraduate level. The Department of Family and Consumer Sciences offers two degree programs, a Bachelor of Science degree with a major in Family and Consumer Sciences (with concentrations in: Merchandising, Dietetics, and Restaurant and Foodservice Management) and a Bachelor of Science degree in Education with a teaching field of Family and Consumer Sciences. Minors offered within the department include Family and Consumer Sciences, Fashion Merchandising, Nutrition and Foods, and Restaurant and Foodservice Management. Secondary support is directed toward faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Family and Consumer Sciences in the United States and other developed countries. Basic information sources for all geographical areas of the world are collected.

3. Chronological Periods: Primary emphasis is on Family and Consumer Sciences in the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, microforms, non-print media, and electronic resources. Included are indices, abstracts, encyclopedias, dictionaries, directories, handbooks, proceedings, transactions of congresses, bibliographies, biographies, yearbooks, "how-to" books, laboratory manuals, statistical publications, and Web sites. Pertinent local, state, and federal government documents are acquired. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications L, NK, TS-TX define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study or Instructional Support Level.** Publications encompassing clothing collection, food preparation, meal management, institutional management, nutrition, home furnishings, and family budgeting are collected. Materials that treat the historical development of the discipline are purchased. Books of a popular nature on nutrition, cooking, sewing, and home management are acquired. The Reference

Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Family and Consumer Sciences. Standard dictionaries, encyclopedias, bibliographies, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. The Reference Collection is reviewed to effect the transfer of older editions of certain titles into the circulating collection.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communications with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories**:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Commerce and Business Administration; Chemistry; Education; and General Works.
2. Other Resources: Internet; Alabama Department of Public Health; Calhoun County Extension Service; Calhoun County Health Department; local day care centers; area hospitals and other academic institutions in the state and region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Family and Consumer Sciences Collection:

      Standing Orders:

      Consumers Index to Product Evaluations and Information Sources

      Blanket Orders/ Approval Plans:

      None

      Electronic Resources:

      Biological Sciences
      CINAHL
      EBSCOhost Professional Development Collection
      ERIC
      Education Abstracts Full Text
      Health Source Plus
      PubMed

   b. Deselection/Replacement: Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Erroneous and dated materials are prime candidates for deselection/replacement. Materials damaged beyond repair may be discarded and replaced, discarded without being replaced, or placed in a non-circulating collection. Replacement may be an exact copy, a new edition, a reprint, or by different title with the same content. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Callender, Mary C. *Bibliography on Home Management with Emphasis for Handicapped Home Makers*. Storrs, Conn.: University of Connecticut, Home Economics Research Center, 1979.

Dyer, Annie. *Guide to Home Economics and Family Life*. Ann Arbor, Mich.: Gryphon Books, 1971.

Freret, Barbara L. *Gastronomical and Culinary Literature*. Metuchen, N.J.: Scarecrow Press, 1979.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Readers' Guide to Periodical Literature. New York, N.Y.: H.W. Wilson, 1901-.

GEOGRAPHY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The primary purpose of the collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master's levels. The Geography program offers a Bachelor of Science degree with three areas of concentration: General Geography, Geoarchaeology, and Geographic Technique. Additional support is directed to the Bachelor of Science in Education for those majoring in the teaching fields of Geography, Science, or Social Science. Collection concentration also supports the departmental minor fields of Physical and Cultural Geography and Anthropology. At the Master's level, the collection supports the Master of Science in Education and for those majoring in Secondary Education in the teaching fields of General Science or Social Science and the Master of Arts with a major in General Studies. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are travel guides, handbooks, biographies, bibliographies, government publications, statistical publications, encyclopedias, dictionaries, analytical research reports, society publications, conference proceedings. Atlases and gazetteers are acquired broadly. Maps, theses, and dissertations are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications G-GR define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing voyages and travels, cartography, physical geography, oceanography, anthropogeography, physical anthropology, ethnology, economic geography, political geography, remote sensing, geomorphology, meteorology, cultural geography, archaeology, folklore, and manners and customs are collected. Historical material dealing with the development of and theory of Geography and Anthropology, including biographies and autobiographies of notable geographers, explorers, anthropologists, archeologists, and cartographers are acquired. Materials on the legal and the ethical aspects of Geography and Anthropology are purchased. Works written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of geography and anthropology. Standard geography and anthropology dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University

community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery, Audio-Visual, General Works, Geology, Government Documents, History, Political Science and Public Administration, Psychology, and Sociology and Social Work.
2. Other Resources: JSU's Map Collection, online databases, Anniston Museum of Natural History, Alabama Geological Survey, U.S. Geological Survey, and other academic institutions in the state of Alabama and region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Geography Collection:

Standing Orders:

Africa South of the Sahara
Annual Editions - Anthropology
Annual Editions - Geography
Annual Review of Anthropology
Applied Geography Conference Papers and Proceedings
Bibliographia Cartographia
Countries of the World and Their Leaders Yearbook
Eastern Europe
Far East and Australasia
Middle East and North Africa
Middle East Contemporary Survey
Rivers of the United States
South America, Central America, and the Caribbean
U.S.A. and Canada

Blanket Orders/ Approval Plans:

National Geographic Society Publications

Electronic Resources:

Academic Search Elite
America: History and Life
Current Geographical Publications
Expanded Academic ASAP
General Science Index
GPO Access
Historical Abstracts
ScienceDirect
Sociological Abstracts

b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on

Deselection/Replacement in the "General Collection

Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Conzen, Michael. *A Scholar's Guide to Geographical Writing on the American and Canadian Past.* Chicago, Ill.: University of Chicago Press, 1993.

Current Geographical Publications. New York, N.Y.: The Society, 1938-.

Goddard, Stephen. *A Guide to Information Sources in the Geographical Sciences.* Totowa, N.J.: Barnes & Noble, 1983.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Harris, Chauncy D. *A Geographical Bibliography for American Libraries.* Washington, D.C.: Association of American Geographers, 1985.

International Bibliography of Social and Cultural Anthropology. Paris, France: UNESCO, 1958-.

Social Sciences Index. New York, N.Y.: H. W. Wilson Company, 1974-.

Westerman, R.C. *Fieldwork in the Library: A Guide to Research in Anthropology and Related Area*

Studies. Chicago, Ill.: American Library Association, 1994.

GEOLOGY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives.** At Jacksonville State University Geology is under the auspices of the Geography Department, which offers a two-semester sequence in Geology which can be used to meet the University's general studies natural science requirement. Thus, the primary purpose of the collection is to support teaching and research at that level, with additional emphasis on support for other science majors, the Core Curriculum, and the Bachelor of Science in Education Program majoring in the teaching field of General Science. Because of the interdisciplinary nature of the Geological Sciences, students should consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Geological Sciences in North America, secondary emphasis is on world geology, and tertiary emphasis is on extraterrestrial geology.
3. Chronological Periods: No period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, maps, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, field guides, bibliographies, biographies, atlases, and maps. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the Geological Society of America. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classification QE defines the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Level.** Publications encompassing mineralogy, petrology, structural geology, stratigraphic geology, paleontology, paleozoology, and paleobotany are collected. Historical material dealing with the development of Geology, including biographies and autobiographies of geologists, are purchased. Works of a popular nature are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Geology. Standard geologic dictionaries, encyclopedias, handbooks, directories, yearbooks, biographical references, and statistical abstracts are updated regularly.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communications with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual, Chemistry, General Works, Geography, Government Documents, Physics, and Technology and Engineering.
2. Other Resources: JSU's Map Collection, online databases, Alabama Geological Survey, U.S. Geological Survey, U.S. Soil Conservation

Service, Alabama Oil and Gas Board, and other academic institutions in the state of Alabama and the region.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online fee-based per use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Geology Collection:

      Standing Orders:

      None

      Blanket Orders/ Approval Plans:

      National Geographic Society

      Electronic Resources:

      General Science Abstracts
      ScienceDirect

b. Deselection/Replacement: Currency is important in the field of Geology. Every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Geography Department. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Choice's Outstanding Academic Books, 1992-1997. Chicago: Association of College and Research Libraries, 1998.

General Science Abstracts. New York, N.Y.: N.Y.: H.W. Wilson. 1993-. Available Online.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hurt, Charlie Deuel. *Information Sources in Science and Technology*. Englewood, Colo.: Libraries Unlimited, 1998.

Katz, William A. *Magazines for Libraries*. New York, N.Y.: Bowker. 1969-.

Malinowsky, H. Robert. *Reference Sources in Science, Engineering, Medicine, and Agriculture*. Phoenix, Ariz.: Oryx, 1994.

GOVERNMENT DOCUMENTS
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The Houston Cole Library was designated a selective depository for United States Government publications in 1929. As a selective depository the library receives, without charge, a selected portion of the publications produced by the Government Printing Office and other federal agencies for distribution by the Superintendent of Documents. Chapter 19 of Title 44 of the *U.S. Code* is the authority for the establishment and operation of the depository program. "The *Instructions to Federal Depository Libraries* are the official rules and regulations of the Federal Depository Program. All depositories must conform to the procedures set forth in these instructions" (*Instructions, vii).* The Government Documents Department collects, organizes, and provides free and unimpeded access to United States Government publications. Items are selected that support the current and anticipated instructional, research, and service programs of the University and that meet the needs of the community at large (the Third Congressional District of Alabama). The University of Alabama and Auburn University, Montgomery are the full regional depositories for the state of Alabama. In addition to selecting tangible items, the Government Documents Department provides access to Internet documents in three ways: by adding bibliographic records for Internet resources to the library catalog; by adding Internet addresses to exiting catalog records; and by providing links to Internet resources through the Government Documents Web pages. State of Alabama publications are under the direction of the Acquisitions Department. Selection criteria are found in the Alabama Gallery Collection Management and Development statement.

B. **Scope of Coverage**

1. Languages: English is the principal language of the collection.
   Geographical Coverage: No limitations.
2. Chronological Periods: No limitations.
3. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, microforms, and electronic formats. Included are directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies, biographies, maps, yearbooks, and annual reports. Yearbooks and statistical abstracts are updated as published.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: LC Classifications A-Z define the scope of the collection. A recommended collection level is not applicable. The U.S. Government Printing Office requires depository libraries to collect certain titles that form a core collection. These titles are:

Budget of the United States Government

Catalog of United States Government Publications
Catalog of Federal Domestic Assistance
Census Catalog and Guide
Census of Population and Housing
Code of Federal Regulations
Congressional Directory
Congressional District Data Book
Congressional Record
County and City Data Book
Federal Register
Historical Statistics of the United States
National Trade Databank
Publications Reference File
Slip Laws (Public)
Statistical Abstract of the United States
Statues at Large
Subject Bibliographies
United States Code
United States Government Manual
United States Reports
Weekly Compilation of Presidential Documents

Publications encompassing population, housing, agriculture, education, criminal justice, drug abuse, child abuse, emergency management, environmental issues, maternal and child health, military history, U.S. history, U.S. laws and legislation, developing countries, national parks, library science, mental health, public health, and space and technology are collected extensively. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarians are the lead selectors and are expected to maintain close communication with the Government Documents Department personnel. The *Federal Depository Library Manual, Supplement 2 (2/96),* states that "Each depository library should maintain the titles in the basic collection available for immediate use" except as substituted by permanent electronic versions. The *Instructions to Depository Libraries* (4/23/92), chapter 2, further recommends that, "Depository libraries should also consider selecting items from the *Federal Depository Library Manual's* 'core collections.'" Additions to the library's Item Selection Profile may be made during the annual selection cycle (usually in June and July), with the changes implemented in October.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by all other collections.
2. Other Resources: There are two regional depositories in Alabama, which receive 100% of publications from the Depository Library Program: the University of Alabama and Auburn University of Montgomery. In addition, Auburn University, while not an official regional, has chosen to select 100% of depository publications since 1976, resulting in a near complete collection since that date. Birmingham Public Library selects approximately 80% and holds an excellent U.S. documents collection. Federal agency Web sites, including *GPO Access*, provide additional access.
3. Access and Ownership Policies: All documents are marked with the depository property stamp, shipping list date, and the SUDOC number. The Library's depository collection is integrated into the general collections. All depository materials are cataloged in the online

catalog. The Library provides access to the electronic U.S. government information products that are collected and maintained by GPO or its partners. The library maximizes access to GPO Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Documents Collection:

      Standing Orders:

      Federal Register

      Blanket Orders/Approval Plans:

      None

      Electronic Resources:

      Congressional Universe
      GPO Access

   b. Deselection/Replacement: Documents, except when superseded, must be retained for five years. Discarding will be done in accordance with the Government Printing Office Policy as stated in *Instructions to Depository Libraries.* Deletions of items may be made at any time using the "Amendment of Items Selections" at the FDLP Desktop Web site. Documents are replaced following standard selection criteria in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

"Core List of Government Documents for Small Academic Libraries," *Federal Depository Library Manual.* Washington, D.C.: U.S. Government Printing Office.

Guide to U.S. Government Publications. McLean, Va.: Documents Index, 1973-.

Hernon, Peter. *Developing Collections of U.S. Government Publications.* Greenwich, Conn.: JAI Press, 1982.

Index to U.S. Government Periodicals. Chicago, Ill.: Infordata International, 1970-1987.

Instructions to Depository Libraries. Washington, D.C.: Library Programs Service, Superintendent of Documents, USGPO, 1992.

Cumulative Title Index to United States Public Documents, 1789-1976. Arlington, Va.: United States Historical Documents Institute, 1979-1982.

List of Classes of United States Government Publications Available for Selection by Depository Libraries. Washington, D.C.: Superintendent of Documents, USGPO. Available Online.

Morehead, Joe. *Introduction to United States Government Information Sources.* Englewood, Colo.: Libraries Unlimited, 1999.

Robinson, Judith Schiek. *Tapping the Government Grapevine.* 2nd ed. Phoenix, Ariz.: Oryx Press, 1993.

HEALTH, PHYSICAL EDUCATION, AND RECREATION COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support the teaching and research activities of the Department of Health, Physical Education, and Recreation which offers a Bachelor of Science Degree with majors in: Health Education; Physical Education; Recreation Administration; and Exercise Science and Wellness. For students who are interested in pursuing a degree in an area other than Health and Physical Education, the Department of HPER also offers a concentration in Coaching and Athletic Training. A minor in Physical Education or Recreation Administration is available for students who are pursuing a non-teaching degree. At the Master's level, the department offers a Master of Science in Education with concentrations areas in Physical Education and Health Education. The Department of HPER also offers an Alternative Fifth-Year Teacher Certification M.S.E. Degree in Physical Education for students who have completed a non-teaching baccalaureate degree in Physical Education or a related area. Lastly, the Department of HPER offers an Educational Specialists Degree in Physical Education. Secondary support is for faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. Scope of Coverage:

1. Languages: English is the principal language of the HPER collection. Works written in languages other than English are purchased selectively to support research in this area.
2. Geographical Coverage: Primary emphasis is on HPER in the United States; secondary emphasis is on physical education in other English speaking countries.
3. Chronological Periods: Primary emphasis is on HPER in the 21st century; however, earlier educational research and historical materials are sought.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. Types of Material:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are indices, abstracts, dictionaries, encyclopedias, directories, college catalogs, statistical publications, bibliographies, handbooks, biographies, almanacs, government publications, and yearbooks. Publications of professional organizations, including their conference proceedings, are acquired. Theses and dissertations are collected selectively. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications GVs, QM-QP, and RC1200-1245 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing the history of physical education, sports history, recreation, wellness, psychology, school law, and sports law. Historical materials dealing with the development of physical education, including autobiographies and biographies are acquired. Popular treatments are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. The major indices, abstracts, and bibliographies are purchased to provide access to the literature of HPER. Standard dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical resources are updated regularly.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; Biology; Chemistry; General Works; Geography and Anthropology; Law; Music; and Nursing.
2. Other Resources: JSU Teaching/Learning Center, Alabama Department of Secondary Education, Alabama Department of Education, U.S. Department of Education, Alabama High School Athletic Association, other academic institutions in the state of Alabama and region, and the Internet.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they could expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular

updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisition Plans Affecting the HPER Collection:

      Standing Orders:

      Physical Education Index
      Requirements for Certification of Teachers, Counselors, Librarians, Administrators for Elementary and Secondary Schools
      Review of Research in Education
      Teacher Certification Requirements in all Fifty States
      Yearbook of Education Law

      Blanket Orders/ Approval Plans:

      Jossey-Bass Educational Series
      National Education Association Publications

      Electronic Resources:

      CINAHL
      EBSCOhost's Education Databases
      EBSCOhost's Grades K-12 Databases
      Education Abstracts Full Text
      Emerald Fulltext
      ERIC
      Health Source Plus
      ProQuest Career and Technical Education
      PubMed
      SPORT Discus
      Teacher Journals
      Wiley InterScience

   b. Deselection/Replacement: With the exception of materials supporting the Wellness curriculum, currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Current Index to Journals in Education: CIJE. Phoenix, Ariz.: Oryx Press, 1969-.

Education Index. New York, N.Y.: H. W. Wilson Company, 1929-.

Education: A Guide to Reference & Information Sources. 2nd ed. Englewood, Colo.: Libraries Unlimited, 2000.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Menges, Robert J. *Key Resources on Teaching, Learning, Curriculum, and Faculty Development*, San Francisco, Calif.: Jossey-Bass Publisher, 1988.

O'Brien, Nancy P. *Education: A Guide to Reference and Information Sources.* Englewood, Colo.: Libraries Unlimited, 2000.

O'Brien, Nancy P. *Core List of Books and Journals in Education*. Phoenix, Ariz.: Oryx Press, 1991.

Sedlak, Michael. *American Educational History*. Detroit, Mich.: Gale Research Company, 1981.

Shoebridge, Michele. *Information Sources in Sport and Leisure*. New York, N.Y.: Bowker-Saur, 1992.

Woodbury, Marda. *A Guide to Sources of Educational Information*. Arlington, Va.: Information Resources Press, 1982.

Zeigler, Earle F. *Research in the History, Philosophy, and International Aspects of Physical Education and Sport*. Champaign, Ill.: Stipes Publishing Company, 1971.

HISTORY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in History and the Bachelor of Science in Education, for those majoring in the teaching fields of History and Social Sciences. In addition, support is given to the minor in History. At the Master's level, support is directed for the Master of Arts in History and the Master of Arts with a major in General Studies. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of History or Social Sciences. For assessment purposes, the collection is divided into three subject concentrations: American History, British History, and World History.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.
2. Geographical Coverage: Emphasis is on materials about the United States, Western Europe, and Latin America, but no area is excluded.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, society transactions, conference proceedings, bibliographies and biographies. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications D, E and F define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing political, demographic, economic, diplomatic, military, social, cultural, and intellectual aspects of History are collected. Historiographies, including biographies and autobiographies of historians, are purchased. Materials written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language history abstracts and indices are purchased to provide access to the literature of History. Standard historical dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; Auxiliary Sciences of History; General Works; Languages and Related Literatures; Law; Philosophy, Ethics & Religion; Political Science & Public Administration; and Sociology & Social Work.
2. Other Resources: Online databases, Alabama Department of Archives and History, other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and

information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the History Collection:

      Standing Orders:

      Africa South of the Sahara
      Anglo Saxon England
      Annual Bulletin of Historical Literature
      Annual Editions – American History
      Annual Editions – Anthropology
      Annual Editions – Geography
      Annual Review of Anthropology
      Best Editorial Cartoons of the Year
      Bibliographies of British Statesmen
      Britain: An Official Handbook
      Dictionary of International Biography
      East, Southeast Asia, and the Western Pacific
      Editorials on File
      Encyclopedia USA
      Facts on File
      Facts on File Five Year Index
      Far East and Australasia
      Handbook of Latin American Studies
      Historic Documents
      International Who's Who

Italian Studies
Middle East and North Africa
Middle East and South Asia
Middle East Contemporary Survey
Midland History
Modern Encyclopedia of East Slavic, Baltic and Eurasian Literatures
Modern Encyclopedia of Russian and Soviet History
Northern History
Papers of Andrew Jackson
Papers of Andrew Johnson
Papers of Benjamin Franklin
Papers of James Madison
Papers of Jefferson Davis
Papers of John Marshall
Papers of Martin Luther King, Jr.
Papers of Thomas Jefferson
Papers of Ulysses S. Grant
Research Guide to American History Biography
Royal Historical Society Publications
South American Handbook
Southern History
State of the World
Studies of 18th Century Culture
Supplement to the Modern Encyclopedia of Russian and Soviet History
Western Europe
Who's Who
Who's Who Among African Americans
Who's Who in American Politics
Women's Studies Abstracts
World Today Series

Blanket Orders/ Approval Plans:

World Bibliographic Series

Electronic Resources:

Academic Search Elite
African-American History and Culture
America: History and Life
Biography and Genealogy Master Index
Biography Resource Center
Expanded Academic ASAP Historical Abstracts
Marquis Who's Who

b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

America: History and Life. Santa Barbara, Calif.: ABC-Clio Press, 1964-. Available Online.

American Historical Association's Guide to Historical Literature. New York, N.Y.: Oxford University Press, 1995.

American Reference Books Annual. Littleton, Colo: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Brown, Lucy M. *Bibliography of British History, 1789-1851*. Oxford, England: Clarendon Press, 1977.

Davies, Godfrey. *Bibliography of British History, Stuart Period, 1603-1714*. 2nd ed. Oxford, England: Clarendon Press, 1970.

Fritze, Ronald. *Reference Sources in History*. Santa Barbara, Calif.: ABC-CLIO, 1990.

Guide to Historical Literature. New York, N.Y: Oxford University Press, 1995.

*Guide to Reference Books.*10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hanham, H. J. *Bibliography of British History, 1851-1914.* Oxford: Clarendon Press, 1976.

Historical Abstracts. Santa Barbara, Calif.: ABC-CLIO, 1969-. Available Online.

Humanities Index. New York, N.Y: H.W. Wilson Company, 1974-.

Pargellis, Stanley McCrory. *Bibliography of British History, 1714-1789.* Oxford, England: Clarendon Press, 1951.

Read, Conyers. *Bibliography of British History, Tudor period, 1485-1603.* 2nd ed. Oxford, England: Clarendon Press, 1959.

Robbins, Keith. *Bibliography of British History, 1914-1989.* Oxford, England: Clarendon Press, 1996.

LANGUAGES AND RELATED LITERATURES
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support the teaching and research for the Core Curriculum, Baccalaureate, and Master's level programs. Baccalaureate degrees offered are the Bachelor of Arts in Foreign Language, the Bachelor of Arts in English, and the Bachelor of Science in Education. Those majoring in Foreign Languages may concentrate in the teaching fields of French, Spanish, or German. Those pursuing the Bachelor of Science in Education, may major in the teaching fields of English or Language Arts. At the Master's level, support is directed for the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Additional support is given to the minors in Foreign Language, Communication, English, Creative Writing, and Business and Technical Writing. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: No limitations.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include monographs, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are tutorials, atlases, handbooks, bibliographies, biographies, concordances, dictionaries, directories, encyclopedias, anthologies, grammar books, style manuals and composition handbooks. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the Modern Language Association. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications P-PN define the scope of the collection. **The recommended collection level is 3cF, Advanced Study or Instructional Support Level.** Publications encompassing philology, linguistic science, socio-linguistics, semantics, grammar, lexicography, linguistic geography, literary criticism, and world languages and literatures are collected. Historical material dealing with the development of languages and literatures, including biographies and autobiographies of lexicographers, linguists, and other scholars, are purchased. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are obtained, in any available format, in order to provide access to the literature of language studies. Standard print literary and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; American Literature; Art; Education, English Literature; General Works; History; Music; Philosophy, Ethics and Religion; and Western European Literatures.
2. Other Resources: Online databases and other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisitions Plans Affecting the Language Collection:

Standing Orders:

Contemporary Literary Criticism
Drama Criticism
Magill's Literary Annual
Nineteenth Century Literature Criticism
Poetry Criticism
Short Story Criticism
Something About the Author
Twayne's Masterwork Studies
Twentieth Century Literary Criticism

Blanket Orders/ Approval Plans:

German Library

Electronic Resources:

Biography Resource Center
Linguistics and Language Behavior (LLBA)
Literary Index
MLA
Poem Finder
Scribner Writers Series
Story Finder
Twayne's Authors Series

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Gordon, W. T. *Semantics: A Bibliography*. Metuchen, N.J.: Scarecrow Press, 1992.

Guide to Reference Books.10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Linguistics and language behavior abstracts. La Jolla, Calif.: Sociological Abstracts, Inc., 1985-.

Modern Language Association of America. *MLA International Bibliography of Books and Articles on the Modern Languages and Literatures*. New York, N.Y.: The Association, 1921-. Available electronically.

Palfrey, Thomas R. *A Bibliographical Guide to the Romance Languages and Literatures*. 5th ed. Evanston, Ill.: Chandler's, 1964.

Thompson, George A. *Key Sources in Comparative and World Literature*. New York, N.Y.: F. Ungar Publishing Company, 1982.

Yearbook of Comparative and General Literature. Bloomington, Ind.: Indiana University, 1952-

LAW
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: As there is no degree program in the field of Law, the primary purpose and emphasis of the Law collection is to support the courses of study offered in the Core Curriculum, Pre-law, Criminal Justice, Political Science, Environmental Sciences, and Emergency Management programs. Further support is directed to other curricula offered in the disciplines of Education, Commerce and Business Administration, History, Military Science, Nursing, Social Work, and Technology and Engineering. Secondary emphasis is directed to faculty teaching and research, and research assistance for local legal inquiries.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support law research.
2. Geographical Coverage: Primary emphasis is on Law in Alabama and the United States; secondary emphasis is on Law in English-speaking countries. Materials covering other countries are obtained selectively.
3. Chronological Periods: Primary emphasis is on Law in the 21st century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, and casebooks. Pertinent local, state, and federal government documents as well as publications and proceedings of professional organizations, such as the American Bar Association, are acquired. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications HV, JX, and K define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Level.** Publications encompassing criminal justice, business law, education law, and constitutional law are collected. Historical materials dealing with the development of Law, legal systems, criminal justice, including biographies and autobiographies of notable jurists are purchased. Alabama law is collected extensively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Law. Standard law dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communications with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; Commerce and Business Administration; Criminal Justice; Education; Emergency Management; Environmental Sciences; General Works; History; Military Science; Nursing; Political Science; Social Work and Sociology; and Technology and Engineering.

2. Other Resources: Internet, Alabama Criminal Justice Information System, Calhoun County Law Library, Legal Services of Anniston, University of Alabama Law Library, Cumberland School of Law Library.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Law Collection:

      Standing Orders:

      Advanced Annotation Service to the Code of Alabama
      Advisory Opinions
      Alabama Administrative Code
      Alabama Rules of Courts
      Alabama Rules Annotated
      Alabama State Tax Reports
      Banking Law Journal Digest
      Code of Alabama

Federal Register
Index to Legal Periodicals and Books
NOLPE Case Citation Series
Supreme Court Review
Supreme Court Yearbook
Standard Federal Tax Reporter
Tax Court Memorandum Decisions
Tax Court Reports
Trial Handbook for Alabama Lawyers
United State Law Week
West's Encyclopedia of American Law
Yearbook of Education Law

Blanket Orders/ Approval Plans:

None

Electronic Resources:

Duke University School of Law: Journals
NCJRS
Westlaw Campus..

b. Deselection/Replacement: Currency is of primary importance in the field of Law. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Criminal Justice Abstracts. Hackensack, N.J.: National Council on Crime and Delinquency, Information Center, 1977-.

Criminal Justice Periodical Index. Ann Arbor, Mich.: Indexing Services, University Microfilms, 197?-1998.

Encyclopedia of Legal Information Source. Detroit, Mich.: Gale Research Company, 1988.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Harvard Law School Library. *Annual Legal Bibliography.* Cambridge, Mass.: Harvard Law School Library, 1960-1981..

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

PAIS. New York, N.Y.: Public Affairs Information Service, 1969-.

Universal Reference System. *Law, Jurisprudence, and Judicial Process.* Princeton, N.J.: Princeton Research Publishing, 1969.

Wasserman, Paul. *Encyclopedia of Legal Information Sources*. Detroit, Mich.: Gale Research Company, 1988.

LIBRARY SCIENCE AND BIBLIOGRAPHY COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the Library Science Collection is to support the Library Media Programs offered by the College of Education. Secondary support is directed to the administrative, teaching, and research needs of the faculty and staff. The Bibliography Collection exists to support the informational needs of the University community, providing access to the wider world of scholarly publications. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are abstracts, indices, almanacs, yearbooks, encyclopedias, directories,

dictionaries, handbooks, bibliographies, and biographies. Theses and dissertations are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classification Z defines the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing history of books and bookmaking, book industry and trade, book selling and publishing, writing, printing, copyright, censorship, libraries and library science, information science, information technologies, and bibliography are collected. Materials dealing with the historical development of libraries, publishing, and bibliography, including autobiographies and biographies of librarians are acquired. Works of a popular nature are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Library Science. Standard library science dictionaries, encyclopedias, almanacs, handbooks, and directories are collected.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communications with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Education; General Works, and Mathematical, Computing and Information Sciences
2. Other Resources: Online databases, other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular

updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisition Plans Affecting the Library Science & Bibliography Collection:

      Standing Orders:

      Advances in Librarianship
      Advances in Library Administration & Organization
      American Library Directory
      American Reference Books Annual
      Americana Annual
      Annual Review of Information Science and Technology
      Atlanta Journal-Constitution Index
      AV Market Place
      Bibliographic Index
      Book Review Digest
      Books For the Teen Age
      Bowker Annual of Library and Book Trade Information
      Children's Catalog
      Choice Reviews on Cards
      CONSER Editing Guide
      Contemporary Black Biography
      Current Biography Yearbook & Monthlies
      Encyclopedia of Library & Information Science
      Encyclopedia USA
      Fiction Catalog
      Historic Documents
      Humanities Index
      Middle and Junior High School Library Catalog
      Music OCLC Users Group
      Proceedings of the American Academy of Arts & Letters
      Public Library Catalog
      Public Library Data Service Statistical Report
      Readers' Guide to Periodical Literature
      Reference Books Bulletin
      Reference Shelf
      Senior High School Library Catalog

Social Problems
Standard Catalog for High School Libraries
Studies in Bibliography
Studies in Eighteenth-Century Culture
Time Almanac
Times Index
USA Today Index
World Almanac & Books of Facts
World Learning

Blanket Orders/ Approval Plans:

American Library Association Publications
ARL SPEC Kit
Occasional Papers (University of Illinois at Urbana-Champaign)

Electronic Resources:

Books in Print
Emerald Fulltext
ERIC
Library Literature & Information Science
ScienceDirect
Ulrich's International Periodical Directory (CD)

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Bibliographic Index. New York, N.Y.: H.W. Wilson, 1937-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Gates, Jean Key. *Guide to the Use of Libraries and Information Sources*. 7th ed. New York, N.Y.: McGraw-Hill, 1994.

*Guide to Reference Books.*10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996

Library Literature & Information Science. New York, N.Y.: H.W. Wilson, 1984-. Available Online.

MATHEMATICAL, COMPUTING AND INFORMATION SCIENCES COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support the teaching and research activities in the areas of the Core Curriculum and Baccalaureate levels. At the Baccalaureate level, two majors are offered: Computer Science and Mathematics. The Computer Science major offers three concentrations: Computation emphasizes scientific and mathematical aspects of computer science; Software Engineering emphasizes the development and maintenance of large software systems; and Information Systems emphasizes the development and maintenance of business software systems. The Mathematics major includes three concentrations: Applied Mathematics to prepare for graduate work in the area of Applied Mathematics; Mathematics Education for those majoring in the teaching field of mathematics; and Theoretical Mathematics for those intending to enter graduate studies in Mathematics. In addition, at the Baccalaureate level, there is a Certificate in Computer Science for those students who have earned a Baccalaureate degree previously, as well as a pre-engineering program. The collection also supports the minor fields of Mathematics and Computer Science. At the Master's level, the department offers courses leading to the Master of Science in Mathematics and the Master of Science with a major in Computer Systems and Software Design, as well as supporting courses for the Master of Arts with a major in general studies. Further, students pursuing the Master of Science in

Education or the Educational Specialist Degree may major in Secondary Education with emphasis in the teaching field of Mathematics. Secondary emphasis of the collection is to support faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: No limitations.
3. Chronological Periods: There are no limitations for Mathematics. For Computing and Information Sciences, emphasis is on the 21st century.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Mathematical Society, Association for Computer

Educators, International Society for Technology in Education, and National Council of Teachers of Mathematics Publications. Dissertations and theses are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications QA and TK define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing mathematical logic, computer science, data processing, elementary mathematics, game theory, algebra, numerical analysis, geometry, topology, calculus, trigonometry, and analytical mechanics are collected. Historical materials dealing with the development of mathematics and computer and information science, including biographies and autobiographies of prominent mathematicians and information scientists are purchased. Sources on the legal and ethical aspects of computer and information science are acquired. Popular works and software specific manuals are collected extensively. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Mathematical, Computing, and Information Sciences. Standard mathematical, computing, and information sciences dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual, General Works, Physics, and Technology and Engineering.
2. Other Resources: Online databases, JSU Computer Services Center, other academic libraries within the state of Alabama and the region.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

    a. Acquisitions Plans Affecting the Mathematics & Computer Science Collection:

        Standing Orders:

        Advances in Computers

        Blanket Orders/ Approval Plans:

        National Council of Teachers of Mathematics

        Electronic Resources:

        ACM Digital Library
        MathSciNet
        ScienceDirect

b. Deselection/Replacement: As currency is of primary importance in the Mathematical, Computing, and Information Sciences fields every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Mathematical, Computing, and Information Sciences Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

ACM Guide to Computing Literature. New York, N.Y.: Association for Computing Machinery, 1977- .

American Mathematical Monthly. Menasha, Wisc.: American Mathematical Association, 1894-.

American Reference Books Annual. Littleton, Colo: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Educational Abstracts. New York, N.Y.: H.W. Wilson, 1981-. Available Online.

General Science Abstracts. New York, N.Y.: H.W. Wilson. 1993-., Available Online.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hurt, Charlie Deuel. *Information Sources in Science and Technology.* Englewood, Colo.: Libraries Unlimited, 1998.

Katz, William A. *Magazines for Libraries.* New York, N.Y.: Bowker. 1969-.

Malinowsky, H. Robert. *Reference Sources in Science, Engineering, Medicine, and Agriculture.* Phoenix, Ariz.: Oryx, 1994.

MILITARY SCIENCE
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The primary purpose of the Military Science collection is to provide information to support the teaching and research at the Core Curriculum and Baccalaureate levels. In addition to the Army Reserve Officer Training Corps (ROTC) program, Jacksonville State University offers a minor in Military Science for the Bachelor of Science Degree. The Military Science Collection also supports studies in the Political Science and History disciplines. Secondary support is directed to faculty teaching and research, and research assistance for students with special research projects and interests.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, non-print media, and selected materials in microforms and electronic formats. Included are

encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies, biographies, and Web sites. Pertinent local, state, and federal government documents are acquired. Dissertations and theses are purchased selectively

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications U-V define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level.** Publications encompassing history of arms, armies, military administration, infantry, cavalry, military engineering, air warfare, marines, naval seamen, naval ordinance, and naval warfare are collected. Historical materials dealing with the development of Military and Naval Science, including biographies and autobiographies of seamen, soldiers, and other military figures, are purchased. Sources on the legal and the ethical aspects of Military Science are acquired. Popular works are collected. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Military Science. Standard military dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual, Auxiliary Sciences of History, General Works, History, Law, Political Science, Nursing, and Technology and Engineering.
2. Other Resources: Online Databases and Government Publications.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can

expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:
   a. Acquisitions Plans Affecting the Military Science Collection:

      Standing:

      None.

      Blanket Orders/ Approval Plans:

      None

      Electronic Resources:

      America: History and Life
      AUL Index to Military Periodicals
      Biography Resource Center
      Congressional Universe
      Historical Abstracts

   b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

*Guide to Reference Books.*10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Writings on American History. Millwood, N.Y.: KTO Press, 1902-.

MUSIC
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research at the Core Curriculum, Baccalaureate, and Master's level programs. Bachelor of Arts degree in Music offers two concentrations: Music Education fulfills the requirements for the professional certificate to teach music at both the elementary and secondary levels; General Music offers a program designed for the study of music within a liberal arts curriculum, and requires a non-music minor. The Master of Arts with a major in music offers two concentrations: Music Education or General Music. Supporting courses are offered for the Master of Arts with a major in general studies. Secondary support is directed to faculty teaching and research, as well as research assistance for patrons. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on European and American classical music; secondary emphasis is on American popular music. Selected purchases are made of materials covering non-Western cultures.

3. Chronological Periods: Emphasis is post-1550 musical literatures, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, scores, nonprint media, microforms, and electronic resources. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, recordings, facsimiles, songbooks, and teaching manuals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the National Association of Teachers of Music and the National Association of Schools of Music. Dissertations and theses are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classification M defines the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing composition, performance, instruments and instrumental music, vocal music, dance music, sacred music, opera, national music, and popular music are collected. Materials dealing with the aesthetic, physical, psychological, pedagogical, ethical, therapeutic, and performance aspects of Music are purchased. Sources treating the history of music and notables in music are collected. Popular works are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of music. Standard music dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Art; American Literature; Audio-Visual; English Literature; Drama; Education; General Works; History; Languages & Related Literatures; Philosophy, Ethics & Religion; Psychology; and Western European Literatures.
2. Other Resources: Online databases, the library's collection of sound recordings in the Music Listening Lab, and academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Music Collection:

Standing Orders:

Musical Viva Historica
Recent Researches in American Music
Recent Researches in the Music of Classical Era
Recent Researches in the Music of the Baroque Era
Recent Researches in the Music of the Middle Ages and Early Renaissance
Recent Researches in the Music of the Renaissance
Schwann Artist Issue

Blanket Orders/ Approval Plans:

National Association of Schools of Music

Electronic Resources:

ABI/INFORM Global (ProQuest)
International Index to Music Periodicals
EBSCOHost
Educational Abstracts Fulltext
ERIC
Expanded Academic ASAP

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

A Basic Music Library: Essential Scores and Sound Recordings. 3rd ed. Chicago, Ill.: American Library Association, 1997.

Bloom, Ken. *American Song: The Complete Musical Theatre Companion*. New York, N.Y.: Schirmer Books, 1996.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Duckles, Vincent H. *Music Reference and Research Materials: An Annotated Bibliography*. New York, N.Y.: Schirmer Books, 1997.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Haggerty, Gary. *A Guide to Popular Music Reference Books*. Westport, Conn.: Greenwood Press, 1995.

International Repertory of Music Literature (Organization). *RILM Abstracts*, New York, N.Y.: RILM, 1967-.

Mixter, Keith E. *General Bibliography for Music Research*. 3rd ed. Warren, Mich.: Harmonie Park Press, 1996.

The Music Index. Warren, Mich.: Harmonie Park Press, 1949-.

Winesanker, Michael. *Books on Music*. [s.l.]: Texas Association of Music Schools, 1979.

NURSING
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: Primary support is directed to teaching and research in the areas of the Baccalaureate Nursing program: Human Behavior, Health Maintenance and Promotion, Family and Community Health, and Prevention. Additional support is directed to the Bachelor of Science in Education degree with a major in Health Education. At the Master's level, support is provided for the Master of Science in Nursing (MSN) with a major in Community Health Nursing, the Master of Science in Education and the Educational Specialist for those majoring in Health Education. Secondary support is directed to faculty teaching and research, and research assistance for local area allied health professionals. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on nursing in the United States; secondary emphasis is on nursing as practiced in the major British Commonwealth countries. Selective purchases are made of materials covering nursing in Third World and developing nations.

3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority, however selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, diagnostic and evaluative instruments; standards, licensing, and examination manuals; bibliographies, biographies, statistical publications; and analytical research reports. Pertinent local, state, and federal government documents are acquired, as are the National League for Nursing and the American Nurses' Association publications. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications QH, QM, QP, QR, and R define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing public health, medical economics, forensic medicine, toxicology, geriatrics, sports medicine, surgery, gynecology and obstetrics, pediatrics, nutrition, therapeutics, and pharmacology are collected. Historical materials dealing with the development of Nursing, including biographies and autobiographies of nurses and other health care workers are purchased. Sources on the legal and ethical aspects of health care and Nursing are acquired. Monographic works treating exclusively the physician, specialist, or medical researcher are acquired selectively. Appropriate popular works are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of nursing. Standard nursing and medical dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Biology; Chemistry; Education; Emergency Management; Family and Consumer Sciences; General Works; Philosophy, Ethics and Religion; Psychology; and Sociology and Social Work.
2. Other Resources: Online databases, JSU's College of Nursing and Health Sciences Media Center, Lister Hill Medical Library, Alabama Hospital Library Association, Southeastern/Atlantic Regional Medical Library Service, University of Alabama Health Science Library, and local area hospital libraries.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL,

changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Nursing Collection:

      Standing Orders:

      AHFS Drug Information
      Annual Review of Medicine
      Annual Review of Nursing Research
      Annual Review of Pharmacology and Toxicology
      Medical School Admission Requirements
      National Health Directory
      Physician's Desk Reference
      Physician's Desk Reference for Non-Prescription Drugs
      Proceedings, AMIA ... Annual Symposium

      Blanket Orders/ Approval Plans:

      American Nurses Association Publications
      National League for Nursing Publications

      Electronic Resources:

      ABI/Inform Global
      Academic Search Elite
      BioMed Central
      CINAHL PlusText
      General Science Abstracts
      Health Source Plus
      ProQuest Nursing Journals
      PubMed
      ScienceDirect
      Wiley InterScience

   b. Deselection/Replacement: As currency is of primary importance in the Medical and Nursing fields, every effort is made to insure that the collection is up-to-date and germane to the programs offered by the College of Nursing. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

"Books of the Year," *American Journal of Nursing.* Philadelphia, Pa.: J.B. Lippincott Company for the American Journal of Nursing, 1900-. (January issue)

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

"Brandon/Hill Lists." Nursing Outlook. New York, N.Y.: American Journal of Nursing Company, 1953-. (Biennial) Available Online.

Choice's Outstanding Academic Books, 1992-1997. Chicago, Ill.: Association of College and Research Libraries, 1998.

Cumulative Index to Nursing and Allied Health Literature (CINAHL). Glendale, Calif., Glendale Adventist Medical Center, 1977-. Available Online.

General Science Abstracts. New York, N.Y.: H.W. Wilson, 1993-Available Online.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hurt, Charlie Deuel. *Information Sources in Science and Technology.* Englewood, Colo.: Libraries Unlimited, 1994.

Interagency Council on Information Resources for Nursing. "Essential Nursing References," *Nursing and Health Care Perspectives.* (Biennial) Available Online.

List of Journals Indexed in Index Medicus. Bethesda, Md.: U.S. Dept. of Health, Education, and Welfare, Public Health Service, National Institutes of Health, National Library of Medicine. Washington, D.C.: For sale by the Supt. of Docs., U.S. GPO National Library of Medicine, 1960-. Available Online.

Magazines for Libraries. New York, N.Y.: Bowker, 1969-.

Malinowsky, H. Robert. *Reference Sources in Science, Engineering, Medicine, and Agriculture.* Phoenix, Ariz: Oryx, 1994.

Moore, Dorothy L. *Guide for the Development and Management of Nursing Libraries and Information Resources.* New York, N.Y.: National League for Nursing, 1997

PHILOSOPHY, ETHICS & RELIGION
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: While Jacksonville State University does not offer a major or minor in Philosophy, Ethics, or Religion, students are required to take courses within these areas to support their Baccalaureate curricula. Courses are offered in Logic, Ancient Philosophy, Modern Philosophy, Contemporary Philosophy, Political Theory, and Ethics. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on the works of Western philosophers, while writings of non-western philosophers are acquired selectively.
3. Chronological Periods: Emphasis is placed on materials relevant to the study of the progression of philosophic and religious thought from its ancient beginnings to the present.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microform and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional philosophical organizations, such as the American Philosophical Society. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications B, HX, JC, and K201-487 define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level.** Publications encompassing logic, epistemology, ontology, cosmology, occult sciences, parapsychology, aesthetics, religions, and theology are collected. Historical material dealing with the development of philosophy and religion, including biographies and autobiographies of philosophers, theologians, and notable religious figures are purchased. Materials on the legal and ethical aspects of religion, and works written on a popular level are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Philosophy. Standard philosophical dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: American Literature; Audio-Visual; Auxiliary Sciences of History; English Literature; Education; General Reference; History; Languages & Related Literatures; Law; Nursing; Political

Science & Public Administration; Psychology; Sociology & Social Work; and Western European Literatures.

2. Other Resources: Online databases and other academic institutions in the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisitions Plans Affecting the Philosophy, Ethics & Religion Collection:

        Standing Orders:

        Tanner Lectures on Human Values

        Blanket Orders/ Approval Plans:

        None

Electronic Resources:

None

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

De George, Richard T. *The Philosopher's Guide to Sources, Research Tools, Professional Life, and Related Fields*. Lawrence, Kan.: Regents Press of Kansas, 1980.

Guerry, Herbert. *A Bibliography of Philosophical Bibliographies*. Westport, Conn.: Greenwood Press, 1977.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

McClean, George F. *An Annotated Bibliography of Philosophy and Catholic Thought, 1099-1964: Bibliography of Christian Philosophy and Contemporary Issues*. New York, N.Y.: F. Ungar Publishing Company, 1967.

Philosopher's Index. Bowling Green, Ohio: Bowling Green University, Philosophy Documentation Center, 1967-.

The Reader's Adviser: A Layman's Guide to Literature. New York, N.Y.: R. R. Bowker Company, 1986-.

Reference Books Bulletin. Chicago, Ill.: American Library Association, 1984-.

Tobey, Jeremy L. *History of Ideas: A Bibliographical Introduction*. Santa Barbara, Calif.: American Bibliographical Center, 1975-.

PHYSICS
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the collection is to support the teaching and research activities in the areas of the Core Curriculum and Baccalaureate Physics programs: Bachelor of Science in Physics, and the Bachelor of Science in Education for those majoring in the teaching field of General Science. Additionally, the collection supports the minor in Physics, the two-year Pre-Engineering program, and Astronomy courses. Further, the collection supports the research and teaching activities leading to the Master of Science in Education and the Education Specialist degrees for those majoring in Secondary Education with a teaching field in General Science. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: None
3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies, biographies, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Institute of Physics and the American Physical Society. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications QA-QC define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level.** Publications encompassing astronomy, astrophysics, experimental mechanics, acoustics, heat, optics, nuclear and particle physics, electricity and magnetism, geophysics, meteorology, quantum mechanics, and theoretical mechanics are collected. Historical material dealing with the development of Physics, including biographies and autobiographies of physicists and engineers are purchased. Materials on the legal and ethical aspects of Physics and works written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of physics. Standard physics dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are regularly updated. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; Mathematical,

Computing & Information Sciences; Military Science; and Technology.

2. Other Resources: Online databases, other academic institutions within the state of Alabama and the region.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
    a. Acquisitions Plans Affecting the Physics Collection:

        Standing Orders:

        Astronomical Calendar

        Blanket Orders/ Approval Plans:

        None

Electronic Resources:

Access Science
Emerald Fulltext
General Science Abstracts
MathSciNet
Science Direct

b. Deselection/Replacement: As currency is of primary importance in the Physics field, every effort is made to insure that the collection is kept up-to-date and germane to the programs offered by the Physical & Earth Sciences Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958-

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Hurt, Charlie Deuel. *Information Sources in Science and Technology.* Englewood, Colo.: Libraries Unlimited, 1998.

General Science Abstracts. New York, N.Y.: H.W. Wilson, 1993. Available Online.

Malinowsky, H. Robert. *Reference Sources in Science, Engineering, Medicine, and Agriculture.* Phoenix, Ariz.: Oryx, 1994.

Shaw, Dennis F. *Information Sources in Physics.* London, England: Bowker-Saur, 1994.

Smith, Roger. *Popular Physics & Astronomy: An Annotated Bibliography.* Lanham, Md.: Scarecrow Press, 1996.

Stern, David. *Guide to Information Sources in the Physical Sciences.* Englewood, Colo.: Libraries Unlimited, 2000.

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The collection's primary purpose and emphasis is to support teaching and research at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in Political Science and the Bachelor of Science in Education for those majoring in the teaching field of Social Science. Areas of concentration at the Baccalaureate level include Theory and Methodology, American Government, and Global Studies. Additionally, the minors of Political Science and International Studies are supported. The Political Science Department also coordinates those students following a Pre-Law track. At the Master's level, support is directed to the Master of Arts in Political Science, Master of Arts with a major in General Studies, and the Master of Public Administration. There are six fields of concentration within the MPA program: Business Administration, Criminal Justice, Education, Emergency Management, Environmental Science Management, and Political Science. Further support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Secondary Education in the teaching field of Social Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. Scope of Coverage:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on government, politics, and society in the United States, but no area is excluded from consideration.
3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. Types of Material:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, analytical research reports, and statistical publications. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Political Science Association. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications HJ, J, and K define the scope of the collection. **The recommended collection level is 3cE, Advanced Study and Instructional Support Level.** Publications encompassing political theory, constitutional history and administration, law, government organization, federal and state relations, political rights, political parties, local and state government, public finance, diplomacy, international relations, international law, and forms of the state are collected. Historical material dealing with the development of Political Science and Public Administration, including biographies and autobiographies of theorists and notable political figures are acquired intensively. Popular works are purchased. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, electronic data files and bibliographies are purchased to provide access to the literature of Political Science and Public Administration. Standard Political Science and Public Administration dictionaries, encyclopedias, directories, yearbooks, biographical references, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Commerce & Business Administration; Criminal Justice; Education; General Works; History; Law; Philosophy, Ethics & Religion; and Sociology & Social Work.
2. Other Resources: Internet, East Alabama Regional Planning & Development Commission, Alabama Legislative Reference Service, U. S. Advisory Commission on Intergovernmental Relations, U.S. Office of Government Ethics, U.S. Office of Intergovernmental Affairs, U.S. Office of Legislative Affairs, U.S. Office of Public Affairs, Local Representatives' Offices.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and

information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Political Science and Public Administration Collection:

      Standing Orders:

      Advanced Annotation Service to the Code of Alabama
      Advisory Opinions
      Alabama Administrative Code
      Alabama County Databook
      Alabama Rules Annotated
      Alabama Rules of Courts
      Alabama State Tax Reporter
      Almanac of American Politics
      Almanac of the 50 States
      America Votes
      Annual Editions – State & Local Government
      Annual Editions – Urban Society
      Annual Editions – World Politics
      Annual Review of UN Affairs
      Book of the States
      Code of Alabama
      CSG State Directory/Directory I Elective Officials
      CSG State Directory/Directory III Administrative Officials
      Documents of Soviet-American Relations

Europa World Year Book
Federal Yellow Book
Gallup Poll/Public Opinion
Index to Legal Periodicals and Books
International Year Book and Statesmen's Who's Who
Major Studies and Issue Briefs of the Congressional Research Service
Municipal Year Book
Political Handbook of the World
Supreme Court Review
Supreme Court Yearbook
Tax Court Memorandum Decisions
Tax Court Reports
Trial Handbook for Alabama Lawyers
United States Law Week
US Congress Handbook
West's Encyclopedia of American Law
Who's Who in American Politics

Approval Plans and Blanket Orders:

American Enterprise Institute Publications
Brookings Institute
Congressional Quarterly Publications
National Planning Association Publications

Electronic Databases:

ABI/INFORM Global
Congressional Universe
GPO Access
Science Direct
Westlaw Campus

b. Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

PAIS. New York, N.Y.: Public Affairs Information Service, 1969-.

Sociological Abstracts. San Diego, [etc.]: Sociological Abstracts, 1952-. Available Online.

PSYCHOLOGY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The collection's primary purpose is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's Levels. Baccalaureate degrees offered are the Bachelor of Science in Psychology and the Bachelor of Science in Education. Major areas of concentration in Psychology are Behavior Analysis, Behavior Science, Behavior Modifications, Animal Behavior, Child Behavior, Human Assessment, Consumer Behavior, and Organizational Behavior. Within the College of Education the major areas of concentration are Educational Psychology, Elementary Education, and Secondary Education (teaching field Psychology). Additionally, a minor in Psychology is supported. At the Master's level, support is directed to the Master of Science in Psychology. Further support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Secondary Education in the teaching field of Social Science, and for the Master of Science in Education with those majoring in Counselor Education, Community Agency Counseling, or Educational Psychology. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on the United States, Canada, and Western Europe. Selected purchases are made for materials covering Third World and other countries.
3. Chronological Periods: Emphasis is on the 20th and current century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic formats. Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies, and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Psychological Association. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications BF, HN, HQ, QL750-795, QP351-495, and RC321-571 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing psychoanalysis, experimental psychology, applied psychology, counseling, comparative psychology, genetic psychology, developmental psychology, clinical and general behavior analysis are collected. Historical material dealing with the development of Psychology, including biographies and autobiographies of psychologists, psychotherapists, psychiatrists and other mental health workers are purchased. Materials on legal and ethical aspects of psychology and works written on a popular level are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Psychology. Standard psychological dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Biology; Education; General Works; Nursing; Philosophy, Ethics, and Religion; and Sociology and Social Work.
2. Other Resources: Online databases, JSU Psychology Clinic, Calhoun-Cleburne Mental Health Center, Alabama Department of Human Resources, Alabama Department of Mental Health, and the U. S. Department of Health and Human Services.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than

ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Psychology Collection:

      Standing Orders:

      Annual Editions - Psychology
      Annual Review of Psychology
      Mental Measurements Yearbook
      Mental Measurements Yearbook Supplements
      Nebraska Symposium on Motivation
      Research in the Sociology of Organizations
      Tanner Lectures on Human Values

      Blanket Orders/ Approval Plans:

      None

      Electronic Resources:

      PsychINFO
      Science Direct
      Wiley InterScience

   b. Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Borchardt, D. H. *How to Find Out in Psychology: A Guide to the Literature and Methods of Research.* New York, N.Y.: Pergamon Press, 1984.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Chicago Psychoanalytic Literature Index. Chicago, Ill.: Institute for Psychoanalysis, 1975-1989.

Contemporary Psychology. Washington, D.C., [etc.]: American Psychological Association, 1956-.

*Guide to Reference Books.*10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

New York Public Library. Research Libraries. *Bibliographic Guide to Psychology.* Boston, Mass.: G. K. Hall, 1975-.

Psychological Abstracts. Washington, D.C., [etc]: American Psychological Association, 1927-. Available Online.

The Reader's Adviser: A Layman's Guide to Literature. New York, N.Y.: R. R. Bowker Company, 1986-.

Reference Books Bulletin. Chicago, Ill.: American Library Association, 1984-.

Watson, Robert I. *Eminent Contributors to Psychology*. New York, N.Y.: Springer Publishing Company 1974-.

SOCIOLOGY AND SOCIAL WORK
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The Sociology and Social Work collection's primary purpose is to support the teaching and research at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts or Sciences in Sociology and the Bachelor of Social Work. Minors are offered in Sociology and Gerontology. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on culture, social relations, social behavior, and society in the United States, but no area is excluded from consideration.
3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, and selected materials in microforms and electronic data files. These include aggregators, journals, Web sites, and off-line electronic resources. Included are encyclopedias, directories, dictionaries, handbooks, statistical publications, analytical research reports, case studies, bibliographies, and biographies. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the National Association of Social Workers. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications HM-HX define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing social psychology, marriage and family, social histories, theoretical sociology, communities, social pathology, and social classes and races are collected. Historical material dealing with the development of Sociology and Social Work, including biographies and autobiographies of sociologists, social theorists, and social workers are purchased. In addition, materials on the legal and ethical nature of Sociology, Social Work, and Gerontology are acquired. Works written on a popular level will be purchased selectively.

The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of sociology, social work, and gerontology. Standard Sociological, Social Work, and Gerontological dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. Other Categories:

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Commerce & Business Administration; Criminal Justice; Education; General Works; Law; Nursing; Philosophy, Ethics, & Religion; Political Science & Public Administration; and Psychology.
2. Other Resources: Electronic databases; the Alabama Department of Human Resources; East Alabama Regional Planning & Development Commission; Calhoun-Cleburne Mental Health Center; and the U.S. Department of Health & Human Services.
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

   a. Acquisitions Plans Affecting the Sociology and Social Work Collection:

      Standing Orders:

      Annual Editions - Deviant Behavior
      Annual Editions - Drugs Society and Behavior
      Annual Editions - Human Development
      Annual Editions - Human Sexuality
      Annual Editions - Marriage and Family
      Annual Editions - Social Welfare and Social Work
      Annual Editions - Sociology
      Annual Editions - Urban Society
      Annual Review of Sociology
      Gallup Poll: Public Opinion
      Urban Society
      Women Studies Abstracts

      Blanket Orders/ Approval Plans:

      Childline Plus
      National Association of Social Workers

      Electronic Resources:

      Academic Search Elite
      Expanded Academic ASAP
      Science Direct
      Sociological Abstracts

   b. Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on

Deselection/Replacement in the "General Collection

Management and Development Policy."

c. Collection Assessment Tools:

Aby, Stephen H. *Sociology: A Guide to Reference & Information Sources.* Englewood, Colo.: Libraries Unlimited, 1997.

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Conrad, James H. *Reference Sources in Social Work: An Annotated Bibliography of Sociology.* Metuchen, N.J.: Scarecrow Press, 1982.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Herron, N.L. *The Social Sciences: A Cross-Disciplinary Guide to Selected Sources.* 2nd ed. Englewood, Colo.: Libraries Unlimited, 1996.

Li, Hong-Chan. *Social Work Education: A Bibliography.* Metuchen, N.J.: Scarecrow Press, 1978.

Matson, Margaret B. *Building the Undergraduate Social Work Library: An Annotated Bibliography.* New York, N.Y.: Council on Social Work Education, 1980.

Mendelsohn, Henry N. *A Guide to Information Sources for Social Work and the Human Services.* Phoenix, Ariz.: Oryx Press, 1987.

Social Sciences Index. New York, N.Y.: H. W. Wilson Co, 1974-.

Social Work Research & Abstracts. Washington, DC: National Association of Social Workers, 1994-.

Sociological Abstracts. San Diego, [etc]: Sociological Abstracts, 1952-. Available Online.

TECHNOLOGY AND ENGINEERING
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The primary purpose of the Technology and Engineering collection is to support the teaching and research areas of the Baccalaureate Technology and the Pre-Engineering programs. The Department of Technology and Engineering offers courses leading to the Bachelor of Science degree with four majors: Electronics Technology, Computer Integrated Manufacturing Systems, Occupational Safety and Health Technology, and Technology. Students majoring in Technology may choose to concentrate in industrial technology management or select a minor in a field of their choice. The department also offers a minor in Technology to benefit students majoring in other fields. The program in Secondary Education offers a Technology Education opening which provides students the opportunity to obtain a Class B teaching certificate. These Technology degrees focus on the technological needs of manufacturing industries and, as degree programs of study, are designed to prepare management-oriented technical professionals. Programs offered within the Department involve the application of the knowledge and understanding of materials and production processes, concepts of management and human relations, safety, quality, marketing, communications, electronics, engineering, graphics, mathematics, physical sciences, and computer fundamentals in a problem-solving approach. The Department of Technology and Engineering also offers the Pre-

Engineering program. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of the collection requires that students and faculty consult related collections.

B. **Scope of Coverage**:

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Technology and Engineering in the United States.
3. Chronological Periods: Primary emphasis on Technology and Engineering in the 21st century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, microforms, audio-visual materials, and electronic resources. Included are introductory works, indices, abstracts, encyclopedias, dictionaries, directories, handbooks, bibliographies, biographies, yearbooks, analytical reports, technical manuals, "how-to" books, analytical research reports, statistical publications, and Web sites. Pertinent government

documents are required. Dissertations and theses are purchased selectively.

2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications QA, QC, QD, T-TS, and UG define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study or Instructional Support Level.** Publications encompassing the application of knowledge and the understanding of materials and production processes, occupational technology, concepts of management and human relations, marketing, communications, electronics, computer fundamentals, mathematics, physical sciences, applied optics, and graphics are selected. Historical material dealing with the development of the technological and engineering sciences, including biographies and autobiographies of technicians, engineers, and other scientists are purchased. In addition, materials on the legal and ethical aspects of the discipline and popular works are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices as outlined herein. To this end, major English language abstracts are purchased to provide access to the literature of technology and engineering. Standard technological and engineering dictionaries, encyclopedias, handbooks, yearbooks, directories, biographical references, and statistical abstracts are updated regularly. The Reference Collection is reviewed, on a regular basis, to effect the transfer of older editions of certain titles into the general collection. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Agriculture; Art; Audio-Visual; Chemistry; Commerce and Business Administration; Communications; General Works, Mathematical, Computing, and Information Sciences; Military Science; and Physics.

2. Other Resources: Internet, Anniston Army Depot Corps of Engineers, and other academic institutions in the state and region.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

    a. Acquisitions Plans Affecting the Technology and Engineering Collection:

        Standing Orders:

        Applied Science and Technology Index
        Yearbook of Science & Technology

        Blanket Orders/ Approval Plans:

        None

        Electronic Resources:

        ABI/Inform Global
        Access Science

ACM Digital Library
American Chemical Society Publications
Science Direct
Vocational Search

b. Deselection/Replacement: As currency is of primary importance in the area of Technology, every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Technology & Engineering Department. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Applied Science and Technology Index. New York, N.Y.: H.W. Wilson, 1958-.

Bibliographic Guide to Technology. New York, N.Y.: G.K. Hall, 1975-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Business Periodicals Index. New York, N.Y.: H.W. Wilson, 1958-.

Chen, Ching-Chih. *Scientific and Technical Information Sources*. Cambridge, Mass.: MIT Press, 1987.

General Science Abstracts. New York, N.Y.: H.W. Wilson. 1993-. Available Online.

*Guide to Reference Books.*10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Information Sources in Engineering. 3rd ed. London, England: Bowker-Saur, 1996.

Malinowsky, Harold R. *Reference Sources in Science, Engineering, Medicine, and Agriculture.* Phoenix, Ariz.: Oryx Press, 1994.

Parker, C.C. *Information Sources in Science and Technology*. London, England: Butterworths, 1975.

WESTERN EUROPEAN LITERATURES
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

A. **Purpose/Objectives**: The purpose of the Western European Literatures collection is to support the teaching and research activities in the areas of the Core Curriculum and Baccalaureate programs. Baccalaureate degrees offered are the Bachelor of Arts in Foreign Language and the Bachelor of Science in Education for those majoring in Foreign Languages in the teaching fields of French, Spanish, or German. Additional support is directed for the minor in Foreign Language and to courses in contemporary and world literature offered through the English Department. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the library.

B. **Scope of Coverage**:

1. Languages: French, German, and Spanish language literary and critical materials are collected in the original language or English translation. Other Western European literary and critical works are selectively collected in English translation.
2. Geographical Coverage: Geographical guidelines are dictated by the author's country of origin; thus emphasis is on publications by and about authors from France, Germany, Italy, and Spain or colonies of these countries.
3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budgets permit.

C. **Types of Material**:

1. Inclusions: Formats include books, periodicals, nonprint media, including electronic databases and Internet sites, and selected microforms. Included are atlases, bibliographies, concordances, databases, dictionaries, directories, encyclopedias, handbooks, indexes and professional proceedings. Dissertations and theses are purchased selectively.
2. Exclusions: Excluded are posters, art works, and computer software.

D. **Treatment of Subject**: The LC Classifications PQ, PZ1, PZ3, and PZ4 define the scope of the collection. **The recommended collection level is 3bF, Intermediate Study or Instructional Support Level.** All literary genres are collected. Publications of major Western European authors and those authors emphasized in the curriculum are given priority. Studies of a bibliographical, biographical, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but other materials, such as an author's first work, bestsellers, or popular fiction are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major language abstracts, indices, and bibliographies are purchased to provide access to Western European literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

E. **Selectors**: The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within her/his disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Acquisitions/Serials Librarian and the University Librarian.

F. **Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; American Literature; Art; English Literature; General Works; History; Languages and Related Literatures; Music; Philosophy, Ethics and Religion.

2. Other Resources: Internet sites and other academic institutions in the state of Alabama and the region.

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

    a. Acquisitions Plans Affecting the Western European Literatures Collection:

        Standing Orders:

        Approaches to Teaching World Literature Series
        Comparative Criticism
        Contemporary Literary Criticism
        French Literature Series
        Nineteenth-Century Literature Criticism
        Poetry Criticism: Excerpts
        Short Story Criticism
        Short Story Index
        Twayne's Masterwork Studies Series
        Twentieth Century Literary Criticism

Twentieth Century Short Story Explication
Yearbook of Comparative & General Literature

Blanket Orders/ Approval Plans:

None

Electronic Resources:

Contemporary Authors
Linguistics and Language Behavior (LLBA)
Literary Index
MLA
Poem Finder
Scribner Writers Series
Story Finder
Twayne's Authors Series

b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

c. Collection Assessment Tools:

American Reference Books Annual. Littleton, Colo.: Libraries Unlimited, 1970-.

Books for College Libraries: A Core Collection of 50,000 Titles. Chicago, Ill.: American Library Association, 1988.

Bowker Annual of Library and Book Trade Information. New York, N.Y.: R.R. Bowker, 1962-.

Faulhaber, Uwe K. and Penrith Goff. *German Literature: An Annotated Reference Guide.* New York, N.Y.: Garland Publishing, 1979.

Guide to Reference Books. 10th ed. Chicago, Ill.: American Library Association, 1986.

Guide to Reference Books. 11th ed. Chicago, Ill.: American Library Association, 1996.

Modern Language Association of America. *MLA International Bibliography of Books and Articles on the Modern Languages and Literatures.* New York, N.Y.: The Association, 1921-. Available Online.

Palfrey, Thomas R. *A Bibliographical Guide to the Romance Languages and Literatures.* 8th ed. Evanston, Ill.: Chandler's, 1971.

Thompson, George A. *Key Sources in Comparative and World Literature: An Annotated Guide to Reference Materials.* New York, N.Y.: F. Ungar Publishing Company, 1982.

APPENDICES

AND

INDEX

APPENDIX A:

Collection Depth Indicators
(Bushing, David, Powell, *Using the Conspectus Method, 1997*)

Introduction

The collection depth indicators are numerical values that are used to describe a library's collecting activity levels and goals. They are used to characterize three different aspects of collection management at the division, category and subject levels: current collection level (CL), acquisitions commitment (AC), and collection goal (GL). The definitions of these codes or collection depth indicators were revised in 1996 and 1997 under the auspices of the Research Libraries Group, the Association of Research Libraries, and WLN. More than 30 active conspectus users from the United States and other countries worked together to update the original language in a way that would improve the use of the definitions while neither diminishing nor changing the sense of codes applied during previous assessments

The revised definitions are intended to apply uniformly to all subjects. They reflect the changing nature of collections in an electronic environment with access in addition to ownership as a viable option. Additionally, these collection depth indicators address nonprint formats. Development of supplemental guidelines is also appropriate to communicate meanings within particular subjects, for example, fiction, architecture, or chemistry.

Nonprint Inclusion

Some topics require information in visual, aural, and other nonprint formats, whether at the basic level or beyond. Such topics include, but are not limited to, dance, music, and the other performing arts. To determine the appropriate collection depth indicator to use for topics in which nonprint resources are essential, add the phrase *appropriate nonprint media* to the line detailing the collecting of monographs and reference works. For example, the Basic Information Level (1) for a music collection would include "a limited collection of monographs, reference works and appropriate nonprint media materials."

Electronic Resources

Electronic resources are equivalent to print materials at any level as long as the policies and procedures for their use permit at least an equivalent information-gathering experience. Electronic journals, whether remotely or locally stored, are at least equivalent to print journals if:

- access to the electronic resource is at least equal to access to the print product (including graphics, charts and other features);
- there is access to a sufficient number of terminals and lines; and
- the information comes at no additional cost to the patron.

Similarly, a full text electronic archive of monographs, periodicals, images, etc., whether loaded locally or accessed over the Internet, is also equal to the original format if patron access and cost are equal or superior to the print format for the same information or item.

The term *defined access* is used within the collection depth indicators to mean more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library's or institution's Web interface which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, that is, from limited to extensive to very extensive access to collections of electronic information.

Document delivery

Document delivery services that are not instantaneous are not the same as those providing immediate availability on site or electronically. The conspectus methodology measures resources owned by a library and those resources that are immediately accessible to the customer. The conspectus does not attempt to measure what may be obtained on a delayed basis from another collection, library, or vendor, whether the delay is 10 hours or 10 days. Conspectus users should feel free to provide details in the comments field about library user services which supplement but do not replace the library's owned resources.

Structure of the collection depth indicators

The collection depth indicators represent a continuum from the Basic Information level through the Research level. These are not equal incremental steps, however, since the difference from one level to the next may be measured both in terms of quantity and quality and the amount of materials necessary to move from one level to the next greatly increases as one moves up the scale. In most instances, each successive level includes the elements, formats and characteristics of the previous levels. This means that a Research level collection contains not only those elements in the Research level (4) definition but also those elements in each of the previous levels -- Basic Information (1), Study (2), and Instruction Support (3).

The RLG Conspectus definitions include 5 collection depth indicators for collection description. The WLN Conspectus definitions include subdivisions to provide a total of 10 collection depth indicators to provide further distinction and clarity for small and medium-size libraries. The basic collection depth indicators provide the general umbrella definitions and the WLN subdivisions make further distinctions that fit into the larger structure. Libraries wishing to use conspectus information in a cooperative project must determine ahead of time whether to use the 5-point scale or the expanded 10-point scale.

Collection Depth Indicator Definitions

0 OUT OF SCOPE

The library does not intentionally collect materials in any format for this subject.

1 MINIMAL INFORMATION LEVEL

Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

1a MINIMAL INFORMATION LEVEL, UNEVEN COVERAGE

- Few selections and an unsystematic representation of the subject
- Supports limited, specific service needs
- Consistently maintained even though coverage is limited

1b MINIMAL INFORMATION LEVEL, FOCUSED COVERAGE

- Few selections, but a systematic representation of the subject
- Includes basic authors, some core works and a spectrum of points of view
- Consistently maintained

2 BASIC INFORMATION LEVEL

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2a BASIC INFORMATION LEVEL, INTRODUCTORY

Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- General encyclopedias, periodical indexes and statistical sources

2b BASIC INFORMATION LEVEL, ADVANCED

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:

- Basic explanatory works

- Histories of the development of the topic
- General works about the field and its important personages
- A broader array of general encyclopedias, periodical indexes, and statistical sources
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or students through the first two years of college.

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals
- Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for non-native speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors
- Defined access to a broad collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

- A high percentage of the most important literature or core works in the field
- An extensive collection of general monographs and reference works
- An extensive collection of general periodicals and indexes/abstracts

- Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education
- Defined access to appropriate electronic resources
- This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more in-depth materials that include:

- A high percentage of the most important literature or core works in the field, including retrospective resources
- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language. Defined access to a broad range of specialized electronic resources.
- Defined access to a broad range of specialized electronic resources.

This collection supports upper division undergraduate courses.

3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources
- A broader collection of specialized works by lesser-known, as well as well-known authors
- An extensive collection of general and specialized monographs and reference works
- An extensive collection of general and specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language and a selection of subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources

This collection supports master's degree level programs as well as other specialized inquiries.

4 RESEARCH LEVEL

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works
- A very extensive collection of general and specialized periodicals
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection
- Extensive collections of the works of both well-known and lesser-known authors
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

5. COMPREHENSIVE LEVEL

Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages include:

- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in all other pertinent formats

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level collection may serve as a national or international resource.

Language Coverage Indicators

The language coverage indicators defined below are a major change from those originally developed for the RLG Conspectus. The language indicators have been revised so they can be used in many countries and cultures.

Language coverage is closely linked to collection indicator levels. The extent of the collection in the primary language of the country and library, as well as the extent of other languages within the collection helps to determine the collection level indicator for each segment. Language coverage qualifies and amplifies collection levels. In addition to the primary or predominant language, other language coverage is essential for collections at the 3, 4, or 5 level. Generally, the higher the assessment level, the broader or more extensive the additional language coverage expected.

Language indicators may be added to the collection depth indicators for collection level, acquisition commitment and collection goals when appropriate.

P = Primary language of the country predominates-little or no other-language material.

S = Selected other-language material included in addition to the primary language.

W = Wide selection of languages represented

X = Material is mainly in one language other than the primary language of the library and country.

While the above language indicators may be adapted to fit most circumstances, there are instances when further adaptation of the conspectus tool is necessary. Countries such as Canada and New Zealand have dual official national or regional languages. Other countries may also have two languages that predominate, either officially or unofficially. The following additional code is suggested for use in such circumstances. The collection management policy will serve to explain any unique circumstances for language as for other collection characteristics.

D = Dual languages or two primary languages predominate with little or no other-languages material

The Canadian Association of Research Libraries has used a special language code since 1986 to accommodate their unique language issues. The Y&N Conspectus software supports use of these special indicators.

The comments field should be utilized to indicate which language(s) is represented in addition to the primary or dual languages for a subject, category, or division. The use of the comments field for this purpose provides specific information to explain the use of a language code beyond "P" (primary) or "D" (dual) and allows for the report function to generate a list of all subjects supported by any language of interest.

Preservation Indicators

Preservation indicators state intended action toward care of the physical condition of materials and the maintenance or archiving of the intellectual content of information in print, electronic, or other nonprint formats. For levels I through 5 protection of the collection from undue exposure to water, dirt, or abusive handling is assumed as the fundamental handling standard. Developing a preservation policy as part of the collection management policy provides a basis for collection housing, retention, replacement, or binding decisions.

0 OUT OF SCOPE

No preservation treatment/planned deterioration.

1 NORMAL WEAR

Material is retained for its useful life.

2 PHYSICAL PRESERVATION LEVEL

Some cleaning and mending may be used to repair damage from normal use. Material is retained for its useful life. Environmental conditions are maintained for the average conditions acceptable for most formats in the collection.

3 CONTENT PRESERVATION LEVEL/PLANNED REPLACEMENT

The intellectual content is preserved. The material may be kept in the original format or may be transferred to a more stable or usable format. The original material may be discarded. Environmental conditions are maintained for optimal housing of varied formats.

4 RESEARCH CONSERVATION LEVEL

Resources are preserved or archived in their original formats using restoration and repair methods. Intellectual content is archived in the original format and additional formats. Environmental conditions are maintained for optimal housing of varied formats.

5 COMPREHENSIVE ARCHIVING AND CONSERVATION LEVEL

Material in this category includes items with high informational, artifactual, or monetary values. Restoration and damage prevention are practiced. Controlled environmental conditions are maintained to preserve the material in its original format and in optimal physical condition. Necessary technology is maintained for using materials in their original formats. Environmental conditions are maintained for optimal, archival housing.

Criteria considered in selecting preservation options include:

- Mission and objectives of the library
- Collection management policy
- Importance of the material to the collection
- Policies regarding housing and handling of the material
- Cooperative collection management agreements

Points to consider when assigning preservation indicators during shelf observation:

- Physical condition
- Past and potential use
- Significance of individual items, last copy, uniqueness
- Artifactual value of the item, uniqueness
- Availability of the material in other libraries

- Suitability and availability of alternative formats (Davis, 1994a; Jakimow, 1995)

Goal and Activity Levels

The following goal and activity levels are the four aspects that are used in the conspectus to create the collection profile. For each WLN Conspectus line that is assessed, a numerical value is assigned to each of these four levels. The overview of a collection is recorded and reported through the use of the collection depth indicators in the goal and activity level fields. These indicators, which were defined in the previous pages, reflect a judgement concerning the depth and breadth of specific subject areas. The indicators express the status of a library's collection goals and activity levels. The four goal and activity levels are:

Current Collection (CL)
Acquisitions Commitment (AC)
Collection Goal (GL)
Preservation Commitment (PC)

Current Collection (CL) reflects the strength of the existing collection. The CL compares the collection to what is available worldwide and identifies its ability to meet the mission of the library.

Acquisitions Commitment (AC), or growth rate, is the current level of activity at which the collection is being developed. It is normally based on recent acquisitions information including new titles purchased and gift additions to the collection. The Acquisitions Commitment is useful for comparison with the Collection Goal, with budget requirements, with publishing output, and with the Current Collection Level.

Collection Goal (GL) represents a target level to which a library plans to build its collection in order to meet user needs.

Preservation Commitment (PC) reflects the level of a commitment to preserving the intellectual content of the material or conserving the physical materials in a particular subject area.

The numeric ratings used for reporting the current collection level, acquisitions rate and collection goals are the collection depth indicators ranging from 0 -- *Out of Scope* to 5 -- *Comprehensive.* The indicators are meant to describe the current collection or acquisition level, and are not intended to rate that collection as *good* or *bad*. Collection goals are based on the library's mission and its client needs. Evaluation and decisions about collection management enter the process when comparison of the current collection level (CL) and acquisition commitment (AC) is made to the collection goal (GL) and preservation commitment (PC).

Determining goal levels is primarily a process of judgement based on experience, knowledge and collected data. Librarians' confidence in their own abilities to make informed judgements is important. Assignment of goal levels is not quantitatively precise, like measuring temperature, but it communicates useful and reactive distinctions within a range on a continuum. The continuum used in collection assessment is the range of collection depth indicators from 0 -- *Out of Scope* to 5 -- *Comprehensive.*

APPENDIX B:

COLLECTION ASSESSMENT TOOLS

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APPENDIX C:
STANDING ORDERS

Accountant's Business Manual
Accounting Trends and Techniques
Advance Annotation Service to the Code of Alabama
Advances in Applied Microbiology
Advances in Computers
Advances in Ecological Research
Advances in Immunology
Advances in Insect Physiology
Advances in Librarianship
Advances In Library Administration and Organization
Advances in Parasitology
Advisory Opinions
Africa South Of the Sahara
AHFS Drug Information
AICPA Audit and Accounting Guides
AICPA Audit and Accounting Manual
AICPA Professional Standards
AICPA Technical Practice Aids
ALA Survey of Librarian Salaries
Alabama Administrative Code
Alabama Digest (*see* Westlaw Campus)
Alabama Industrial Directory
Alabama Practice: Rules of Civil Procedure Annotated (*see* Westlaw Campus)
Alabama Reporter (*see* Westlaw Campus)
Alabama Rules Annotated (*see* Westlaw Campus)
Alabama Rules of Courts
Alabama State Tax Reporter
Almanac of American Politics
Almanac of Business and Industrial Financial Ratios
Almanac of the 50 States
America Votes
American Enterprise Institute Publications
American Jurisprudence Proof of Facts (*see* Westlaw Campus)
American Library Association Publications
American Library Directory
American Literary Scholarship
American Management Association Publications
American Novel Explication
American Nurses' Publications
American Reference Books Annual
American Writers: A Collection of Literary Biographies (supplements)
Americana Annual
America's Corporate Families/Billion Dollar Directory
America's Corporate Families and International Affiliates
Anglo-Saxon England
Annual Bulletin of Historical Literature
Annual Editions - Aging
Annual Editions - American Government
Annual Editions - American History
Annual Editions - Anthropology
Annual Editions - Comparative politics
Annual Editions - Criminal Justice
Annual Editions - Deviant Behavior
Annual Editions - Drugs Society and Behavior
Annual Editions - Early Childhood Education
Annual Editions - Economics for U.S. & Mexico
Annual Editions - Educating Exceptional Children
Annual Editions - Education
Annual Editions - Educational Psychology
Annual Editions - Environment
Annual Editions - Geography
Annual Editions - Global Issues
Annual Editions - Health
Annual Editions - Human Development

Annual Editions - Human Sexuality
Annual Editions - Management
Annual Editions - Marketing
Annual Editions - Marriage and Family
Annual Editions - Multicultural Education
Annual Editions - Nutrition
Annual Editions - Personal Growth and Behavior
Annual Editions - Psychology
Annual Editions - Public Administration
Annual Editions - Social Problems
Annual Editions - Social Welfare and Social Work
Annual Editions - Sociology
Annual Editions - State & Local Government
Annual Editions - Urban Society
Annual Editions - Western Civilization
Annual Editions - World Politics
Annual Report (Committee for Economic Development)
Annual Review of Adult Learning and Literacy
Annual Review of Anthropology
Annual Review of Biochemistry
Annual Review of Cell and Developmental Biology
Annual Review of Ecology and Systematics
Annual Review of Entomology
Annual Review of Genetics
Annual Review of Information Science and Technology
Annual Review of Medicine
Annual Review of Microbiology
Annual Review of Nursing Research
Annual Review of Nutrition
Annual Review of Pharmacology and Toxicology
Annual Review of Physiology
Annual Review of Plant Physiology and Plant Molecular .
Annual Review of Psychology
Annual Review of Sociology
Annual Review of United Nations Affairs
Applied Geography Conference Proceedings
Applied Science and Technology Index
Approaches to Teaching World Literature Series
Art Directors Annual
Art Index
Astronomical Calendar
Atlanta Journal-Constitution Index
AV Market Place
Banking Law Journal Digest
Best American Short Stories
Best Editorial Cartoons of the Year
Best New Horror
Best's Insurance Reports - Life Health Editions
Best's Insurance Reports - Property Casualty
Bibliographia Cartographica
Bibliographic Index
Bibliographies of British Statesmen
Biography Index
Biology of the Reptilia
Book of the States
Book Review Digest
Books for the Teen Age
Bowker Annual of Library and Book Trade Information
Brands and Their Companies
Britain: An Official Handbook
Broadcasting and Cable Yearbook
Brookings Institute Publications
Business Forms On File
CED Subscription Plan
Childline Plus (Child Welfare League of America)
Children's Catalog
Children's Literature
Choice Reviews on Cards
Civil Rights and Civil Liberties Litigation *(see* Westlaw Campus)
Code of Alabama
College Blue Book
Commercial Atlas and Marketing Guide

Committee for Economic Development (*see* CED Subscription Plan)
Communication Yearbook
Communications Law and Practice
Comparative Criticism
Complete Works of Robert Browning
Congress and the Nation
Congressional Quarterly Publications
Congressional Yearbook
Consumer's Index to Product Evaluations and Information Sources
Contemporary Black Biography
Contemporary Literary Criticism
Contemporary Musicians
Corrections Yearbook
Countries of the World and Their Leader's Yearbook
CRB Commodity Yearbook
Crime and Justice
Criminal Justice History
Criminal Law Digest (*see* Westlaw Campus)
Constitutional Law and Procedure
Criminal Law Reporter
Criminal Procedure Handbook (*see* Westlaw Campus)
Critical Essays on British literature
CSG State Directory / Elective Officials
CSG State Directory / State Administration Officials
Current Biography
D&B Principal International Businesses
Dickens Studies Annual
Dictionary of International Biography
Direction of Trade Statistics Yearbook
Directory of Obsolete Securities
Directory of Research Grants (Except Australia & New Zealand)
Directory, Juvenile And Adult Correctional Departments, Institutions, Agencies, and Paroling Authorities
Discovery Proceedings in Federal Court (*see* Westlaw Campus)
Documents of Soviet-American Relations
Drama for Students
Duns Employment Opportunities Directory
Ecological Studies Series
Editor and Publisher International Year Book
Educational Media and Technology Yearbook
Eighteenth Century (a Current Bibliography)
EL-Hi Textbooks in Print
Employee and Union Member Guide to Labor Law (*see* Westlaw Campus)
Encyclopedia of Library and Information Science
Encyclopedia USA
English Literary Studies Monograph Series
ERIC
Essay and General Literature Index
Essays and Studies
Estate Planning Law Locator (*see* Westlaw Campus)
Europa World Year Book (formerly Europa Yearbook)
Evolutionary Biology
Facts on File 5-Year Index
Far East and Australasia
FASB Basic Subscription Plan
FASB Current Text: Accounting Standards, Current Text as of.
FASB Interpretations
Federal Court of Appeals Manual: A Manual on Practice in the US Court of Appeals (*see* Westlaw Campus)
Federal Criminal Code and Rules (*see* Westlaw Campus)
Federal Income Taxation of Real Estate
Federal Register
Federal Reporter (*see* Westlaw Campus)
Federal Supplement (*see* Westlaw Campus)
Federal Yellow Book
Fiction Catalog

Film Literature Index
Film Review Annual
Flora of North America
French Literature Series
Gallup Poll /Public Opinion/
Garland Encyclopedia of World Music
Geography on File
Government Finance Statistics Yearbook
Grants Register
Graphis Design USA
Graphs Design
Guinness Book of World Records
Handling Narcotic and Drug Cases (*see* Westlaw Campus)
Hill Donnelly Cross Reference/Anniston
Historic Documents
History of the American Cinema
Humana Festival ...: The Complete Plays Illustrators: the Annual of American Illustration
Index of Economic Articles in Journals and Collective Volumes
Index to Legal Periodicals and Books
Industry Norms and Key Business Ratios
International Bibliography of Theatre
International Financial Statistics Yearbook
International Monetary Fund (IMF) Occasional Papers
International Motion Picture Almanac
International Television and Video Almanac International Trade Statistics Yearbook
International Whos Who
International Yearbook And Statesmens Who's Who
Investigation and Preparation of Criminal Cases (*see* Westlaw Campus)
Investment Companies Yearbook (Wiesenberger Full Service Package)
IRS Forms
IRS Publications
Italian Studies
Jossey-Bass Educational Series
Journal of the Indiana Academy of the Social Sciences
Jurywork, Systematic Techniques (*see* Westlaw Campus)
Kew Record of Taxonomic Literature
Law of Electronic Surveillance (*see* Westlaw Campus)
Literary Market Place
Magill's Cinema Annual
Magi's Literary Annual
Major Studies and Issue Briefs of the Congressional Research Service
Maps on File
Masters Abstracts
Masters Theses Directories
MDRS School Directories: Alabama
MDRS School Directories: Arkansas
MDRS School Directories: Florida
MDRS School Directories: Georgia
MDRS School Directories: Louisiana
MDRS School Directories: Mississippi
MDRS School Directories: North Carolina
MDRS School Directories: South Carolina
MDRS School Directories: Tennessee
Medical School Admission Requirements, United States and Canada
Mental Measurements Yearbook
Mental Measurements Yearbook Supplements
Mergent Bond Record (*see* FISonline)
Mergent Bond Survey (*see* FISonline)
Mergent Corporation News Reports (*see* FISonline)
Mergent Dividend Record (*see* FISonline)
Mergent Unit Investment Trusts (*see* FISonline)
Middle and Junior High School Library Catalog
Middle East & North Africa
Middle East Contemporary Survey
Midland History

Miller's Comprehensive GAAP Guide
Miller's Comprehensive GAAS Guide
Million Dollar Directory
Miscellanies by Henry Fielding
Modern Encyclopedia of East Slavic, Baltic & Eurasian Literatures
Modern Encyclopedia of Russian & Soviet History
Moody's Bank & Finance Manual (*see* FISonline)
Moody's Complete Corporate Index (*see* FISonline)
Moody's Handbook of Common Stock (*see* FISonline)
Moody's Handbook of NASDAQ Stocks (*see* FISonline)
Moody's Industry Review (*see* FISonline)
Moody's International Manual News Reports (*see* FISonline)
Moody's Public Utilities Manual (*see* FISonline)
Moody's Transportation Manual (*see* FISonline)
Municipal Year Book
Muqarnas/An Annual on Islamic Art & Architecture for US & Canada
Music OCLC Users Group
Music of the United States of America
Musica Viva Historica
Mutual Funds Update (Wiesenberger Full Service Package)
National Association of Schools of Music Publications
National Association for Social Workers Publications
National Council of Teachers of Mathematics Publications
National Directory of Law Enforcement Administrators & Correctional Institutions and Related
National Education Association Publications
National Geographic Society Publications
National Health Directory
National League for Nursing Publications
National Planning Association Publications
Nebraska Symposium on Motivation
New Stories from the South
Newbery and Caldecott Awards
Nineteenth-century Literature Criticism
Northern History
NSSE (National Society for the Study of Education) Yearbook
Occasional Papers (University of Illinois at Urbana-Champaign, Graduate School of Library and..)
Official GRE-CGS Directory of Graduate Programs
Opposing Viewpoints Series
PAIS International in Print
Papers of Andrew Jackson
Papers of Andrew Johnson
Papers of Benjamin Franklin
Papers of James Madison: Presidential Series
Papers of James Madison: Secretary of State series
Papers of Jefferson Davis
Papers of John Marshall
Papers of Martin Luther King, Jr.
Papers of Thomas Jefferson
Patterson's American Education
PDK Fastbacks series
Photo Annual
Photographic Evidence (*see* Westlaw Campus)
Physical Education Index
Physicians Desk Reference
Physicians Desk Reference for Nonprescription Drugs and Dietary Supplements
Play Index
Poetry Criticism: Excerpts from Criticism of the Works of the most Significant and Widely Studied Poets of World Literature
Political Handbook of the World
Principal International Businesses

Prisoners and the Law (*see* Westlaw Campus)
Prize Stories, the O. Henry Awards
Proceedings, AMIA ... Annual Symposium.
Proceedings of the American Academy of Arts & Letters
Public Library Catalog
Questioning Techniques and Tactics (*see* Westlaw Campus)
Rand Publications
Readers Guide to Periodical Literature
Recent Progress in Hormone Research
Recent Researches in American Music
Recent Researches in the Music of the Baroque Era
Recent Researches in the Music of the Classical Era
Recent Researches in the Music of the Middle Ages and Early Renaissance
Recent Researches in the Music of the Renaissance Era
Recommended Reference Books for Small & Medium Sized Libraries & Media Centers
Reference Book of Corporate Managements
Reference Books Bulletin
Reference Shelf
Renaissance Drama
Requirements for Certification of Teachers, Counselors, Librarians, and Administrators for Elementary and Secondary Schools
Research Guide to American Historical Biography
Research in Organizational Behavior
Research In Personnel & Human Resources Management
Research In the Sociology of Organizations
Review of Research in Education
Revocable Trusts
Rivers of the United States
RMA Annual Statement Studies
Royal Historical Society Annual Bibliography of British & Irish History
Rules of Civil Procedure Annotated (*see* Westlaw Campus)
Rules of Criminal Procedure for the United States District Courts (Federal)
Schwann Artist Issue
SEC Accounting Rules
Senior High School Library Catalog
Sexual Orientation and the Law (*see* Westlaw Campus)
Shakespeare Studies
Shakespeare Survey
Shaw The Annual of Bernard Shaw Studies
Shepard's Acts and Cases by Popular Names, Federal and State (*see* Westlaw Campus)
Shepard's Alabama Citations (*see* Westlaw Campus)
Shepard's Federal Citations (*see* Westlaw Campus)
Shepard's Federal Statue Citations (*see* Westlaw Campus)
Shepard's United States Citations, Case Edition/United States Reports (*see* Westlaw Campus)
Shepard's United States Supreme Court Case Names Citator (*see* Westlaw Campus)
Short Story Criticism
Short Story Index
Small Business Sourcebook
Social Security Claims
Something About the Author
Sources and Methods Labour Statistics
South America Central America and the Caribbean
South American Handbook
SPEC Kit
SREB Fact Book on Higher Education
Stage and Screen
Standard Directory of Advertisers
Standard Federal Tax Reporter

State and Local Government
State of the World
State Tax Review
Statement of Financial Accounting Standards
Statement on Auditing Standards
Statistical Yearbook - Annuaire statistique (United Nations)
Studies in Bibliography
Studies in Eighteenth-Century Culture
Study Abroad
Subchapter S Taxation
Summer Jobs for Students
Supplement to the Modern Encyclopedia of Russian, Soviet & Eurasian History
Supreme Court Review
Supreme Court Yearbook
Systematic Botany Monographs
Tanner Lectures on Human Values
Tax Court Memorandum Decisions
Tax Court Reports
Teacher Certification Requirements in All Fifty States
Tennessee Studies in Literature
Theatre History Studies
Theatre Symposium
Tilley's Alabama Equity (*see* Westlaw Campus)
Time Almanac
Times Index
Traditio (Studies in Ancient Medieval History Thought & Religion)
Trial Handbook for Alabama Lawyers
Twayne's English Authors Series
Twayne's Masterwork Studies Series
Twayne's Studies in Intellectual and Cultural History Series
Twayne's United States Authors Series
Twentieth Century Short Story Explication
Twentieth Century Literary Criticism
Understanding contemporary American Literature series
Uniform CPA Examination
United State Law Week
United States Code Annotated (*see* Westlaw Campus)
United States School Laws and Rules (*see* Westlaw Campus)
United States Supreme Court Cases and Comments
United States Supreme Court Digest, 1754 to Date (*see* Westlaw Campus)
University of Chicago Geography Research Papers
US Congress Handbook
US Master Tax Guide
US Tax Cases
USA & Canada
USA Today Index
Value Line Investment
Warman's Antiques and Their Current Prices
West's Education Law Digest (*see* Westlaw Campus)
West's Encyclopedia of American law
What Color is Your Parachute
Who's Who Among African Americans
Who's Who in American Politics
Who's Who in Congress
Who's Who
Wiretapping and Eavesdropping (*see* Westlaw Campus)
Women Studies Abstracts
Working Press of the Nation
World Almanac & Book of Facts
World Bibliographical Series
World Chamber of Commerce Directory
World Development Report
World of Learning
World Today Series/Africa
World Today Series/Canada
World Today Series/East Southeast Asia & the Western Pacific
World Today Series/Latin America
World Today Series/Middle East & South Asia
World Today Series/Russia Eurasian States & Eastern
World Today Series/Western Europe
The Writer's Market

Writer's Yearbook
Writings of Herman Melville
Yearbook of Comparative & General Literature
Yearbook of Education Law
Yearbook of Labour Statistics
Yearbook of Science & Technology
Yearbook of the National Reading Conference
Yearbook of the United Nations
Yearbook: Claremont Reading Conference
Year's Best Science Fiction
Year's Work in English Studies
Your Income Tax

APPENDIX D:
ELECTRONIC DATABASES

ABI/INFORM Global (ProQuest)
Academic Search Elite
Access Science
ACM Digital Library
African-American History and Culture
AGRICOLA
Alabama Virtual Library (AVL)
America: History and Life
American Chemical Society Publications
Associations Unlimited
AUL Index to Military Periodicals
Biography & Genealogy Master Index
Biography Resource Center
Biological Sciences
Biology Digest
BioMed Central
BioMed Central Medicine
Books in Print with Book Reviews (Gale Group)
Britannica Online
Business Source Elite
CINAHL PlusText
College Catalogs
Conference Papers Index
Congressional Universe
Contemporary Authors
Current Geographical Publications
DOE Information Bridge
EBSCOhost
Education Abstracts Full Text
Electric Library
Elsevier ScienceDirect (*see* ScienceDirect)
Emerald Fulltext
Encyclopedia Americana Online Encyclopedia.
Environmental Health Information Service
Environment
Environmental RouteNet
ERIC
Ethnic NewsWatch Complete
Expanded Academic ASAP
FISonline
FT.com Global Archives
Funk & Wagnalls New World Encyclopedia
General Science Abstracts

Gold Periodicals
GPO Access
Grolier OnLine Encyclopedia.
Health Source Plus
Historical Abstracts
International Index to Music Periodicals
JuniorQuest Magazines
KidQuest Magazines
Library Literature & Information Science
Linguistics and Language Behavior (LLBA)
Literary Index
Marquis Who's Who
MAS FullText Ultra
MasterFILE Premier
MathSciNet
MLA
Moody's News Reports
National Trade Data Bank (Stat-USA Internet)
NCJRS Abstracts Database
New Book of Knowledge Online Encyclopedia.
Newspaper Source
OCLC ArticleFirst (OCLC)
OCLC ContentsFirst (OCLC)
OCLC FirstSearch Electronic Collections Online (OCLC)
Periodical Abstracts Research II
Plant Science
Poem Finder
ProQuest Career and Technical Education
ProQuest Databases
ProQuest Magazines
ProQuest Newspapers
ProQuest Nursing Journals
PsychINFO
PubMed (Medline)
PubMed Central
PubSCIENCE
Reference Books
ScienceDirect
Scribner Writers Series
Searchasaurus
SIRS Discoverer
SIRS Knowledge Source
Sociological Abstracts
SPORT Discus
Standard & Poor's NetAdvantage
Story Finder

Teacher Journals
TOXLINE
Twayne's Authors Series -(Twayne's World, English, and US Authors)
Ulrich's On Disc (CD-ROM)
Value Line Investment Survey
Vocational Search
Wall Street Journal
Westlaw Campus
Wiley InterScience Journals
WorldCat

INDEX

Access and ownership, 24
    see also individual narrative statements
Acquisitions procedures, 23
    approval plans, 23
    blanket orders, 23
    standing orders, 23
    see also individual narrative statements
Agriculture *section* AGR
    Access and ownership, AGR-4
    Acquisitions plans, AGR-4
    Collection development tools AGR-5
    Deselection/Replacement, AGR-5
    Interdisciplinary relationships, AGR-3
    Other resources, AGR-4
    Purpose/Objectives, AGR-1
    Scope, AGR-1
    Selectors, AGR-3
    Treatment of subject, AGR-2
    Types of materials, AGR-2
Alabama Collection, ALA-1
Alabama Department of Archives, ALA-1
Alabama Gallery *section* ALA
    Access and ownership, ALA-3
    Acquisitions plans, ALA-3
    Collection development tools, ALA-4
    Deselection/Replacement, ALA-4
    Interdisciplinary relationships, ALA-3
    Other resources, ALA-2
    Purpose/Objectives, ALA-1
    Scope, ALA-1
    Selectors, ALA-2
    Treatment of subject, ALA-2
    Types of materials, ALA-1
Alabama Union List of Serials, 11
Alabama Virtual Library, 11
Alabamiana, 20
ALICAT, 11
American Literature *section*
    Access and ownership, AMLIT-4
    Acquisitions plans, AMLIT-5
    Collection development tools AMLIT-6
    Deselection/Replacement, AMLIT-6
    Interdisciplinary relationships, AMLIT-4
    Other resources, AMLIT-4
    Purpose/Objectives, AMLIT-1
    Scope, AMLIT-1
    Selectors, AMLIT-3
    Treatment of subject, AMLIT-2
    Types of materials, AMLIT-2
American History, HY-2
Art *section* ART
    Access and ownership, ART-4
    Acquisitions plans, ART-4
    Collection development tools , ART-5
    Deselection/Replacement, ART-5
    Interdisciplinary relationships, ART-3
    Other resources, ART-4
    Purpose/Objectives, ART-1
    Scope, ART-1
    Selectors, ART-3
    Treatment of subject, ART-2
    Types of materials, ART-2
Art works, 17
Audio-Visual *section* AV
    Access and ownership, AV-2
    Acquisitions plans, AV-2
    Collection development tools, AV
    Deselection/Replacement, AV-3
    Interdisciplinary relationships, AV-2
    Other resources, AV-2

  - Purpose/Objectives, AV-1
  - Scope, AV-1
  - Selectors, AV-2
  - Treatment of subject, AV-1
  - Types of materials, AV-1
- Audio-visual materials, 17
- AULS *see* Alabama Union List of Serials
- **Auxiliary Sciences of History** ***section*** **AUX**
  - Access and ownership, AUX-3
  - Acquisitions plans, AUX-4
  - Collection development tools, AUX-4
  - Deselection/Replacement, AUX-4
  - Interdisciplinary relationships, AUX-3
  - Other resources, AUX-3
  - Purpose/Objectives, AUX-1
  - Scope, AUX-1
  - Selectors, AUX-2
  - Treatment of subject, AUX-1
  - Types of materials, AUX-1

- **Biology** ***section*** **BIO**
  - Access and ownership, BIO-2
  - Acquisitions plans, BIO-5
  - Collection development tools, BIO-6
  - Deselection/Replacement, BIO-6
  - Interdisciplinary relationships, BIO-2
  - Other resources, BIO-4
  - Purpose/Objectives, BIO-1
  - Scope, BIO-2
  - Selectors, BIO-3
  - Treatment of subject, BIO-3
  - Types of materials, BIO-2
- Books, 14
- British History, HY-1
- Budget structure, 10
  - Audio-Visual
  - Books/Monographs
  - Serials
- Calhoun College, 41
- **Chemistry** ***section*** **CHEM**
  - Access and ownership, CHEM-4
  - Acquisitions plans, CHEM-4
  - Collection development tools, CHEM-5
  - Deselection/Replacement, CHEM-5
  - Interdisciplinary relationships, CHEM-4
  - Other resources, CHEM-4
  - Purpose/Objectives, CHEM-1
  - Scope, CHEM-2
  - Selectors, CHEM-3
  - Treatment of subject, CHEM-2
  - types of materials, CHEM-2
- Censorship, 3
- Children's materials, 21
- Clientele, 2
- Collection locations, 8
- Collection Development and Management Group, 8
- **Commerce & Business Administration** ***section*** **CCBA**
  - Access and ownership, CCBA-4
  - Acquisitions plans, CCBA-5
  - Collection development tools, CCBA-7
  - Deselection/Replacement, CCBA-7
  - Interdisciplinary relationships, CCBA-4
  - Other resources, CCBA-4
  - Purpose/Objectives, CCBA-1
  - Scope, CCBA-1
  - Selectors, CCBA-3
  - Treatment of subject, CCBA-2
  - Types of materials, CCBA-2
- **Communication** ***section*** **COMM**
  - Access and ownership, COMM-4
  - Acquisitions plans, COMM-5
  - Collection development tools, COMM-6
  - Deselection/Replacement, COMM-5
  - Interdisciplinary relationships, COMM-4
  - Other resources, COMM-4
  - Purpose/Objectives, COMM-1

Scope, COMM-1
Selectors, COMM-3
Treatment of subject, COMM-2
Types of materials, COMM-2
Computer software, 17
Cooperative collection development agreements, 10
Copyright Law, 3
Criminal Justice *section* CRMJU
Access and ownership, CRMJU-4
Acquisitions plans, CRMJU-5
Collection development tools, CRMJU-7
Deselection/Replacement, CRMJU-6
Interdisciplinary relationships, CRMJU-4
Other resources, CRMJU-4
Purpose/Objectives, CRMJU-1
Scope, CRMJU-1
Selectors, CRMJU-3
Treatment of subject, CRMJU-2
Types of materials, CRMJU-2
Criteria for deselection/replacement, 13-14
Criteria for selection, 12-13
Deselection,
criteria, 13-14
definition,12
see also individual narrative statements
Dissertations and theses, 16
Drama *section* DRAM
Access and ownership, DRAM- 4
Acquisitions plans, DRAM-4
Collection development tools, DRAM-5
Deselection/Replacement, DRAM-5
Interdisciplinary relationships, DRAM-3
Other resources, DRAM-4
Purpose/Objectives, DRAM-1
Scope, DRAM-1
Selectors, DRAM-3
Treatment of subject, DRAM-2
Types of materials, DRAM-2
Education *section* ED
Access and ownership, ED-5
Acquisitions plans, ED-6
Collection development tools, ED-8
Purpose/Objectives, ED-1
Deselection/Replacement, ED-7
Interdisciplinary relationships, ED-5
Other resources, ED-5
Scope, ED-2
Selectors, ED-4
Treatment of subject, ED-3
Types of materials, ED-2
Electronic formats, 17
archiving, 19
licensing, 18
Emergency Management *section* EM
Access and ownership, EM-4
Acquisitions plans, EM-5
Collection development tools, EM- 6
Purpose/Objectives, EM-1
Deselection/Replacement, EM-6
Interdisciplinary relationships, EM-4
Other resources, EM-4
Scope, EM-1
Selectors, EM-3
Treatment of subject, EM-2
Types of materials, EM-2
English *section* ENG
Access and ownership, ENG-4
Acquisitions plans, ENG-5
Collection development tools, ENG-6
Purpose/Objectives, ENG-1
Deselection/Replacement, ENG-6
Interdisciplinary relationships, ENG-4
Other resources, ENG-4
Scope, ENG-1
Selectors, ENG-3
Treatment of subject, ENG-2
Types of materials, ENG-2
Environmental Science *section* ENVSCI
Access and ownership, ENVSCI-4

  Acquisitions plans, ENVSCI-3
  Collection development tools, ENVSCI-5
  Deselection/Replacement, ENVSCI-5
  Interdisciplinary relationships, ENVSCI-3
  Other resources, ENVSCI-4
  Purpose/Objectives, ENVSCI-1
  Scope, ENVSCI-1
  Selectors, ENVSCI-3
  Treatment of subject, ENVSCI-2
  Types of materials, ENVSCI-2
Expensive purchases, 24
Family and Consumer Sciences *section* FAM
  Access and ownership, FAM-4
  Acquisitions plans, FAM-5
  Collection development tools, FAM- 6
  Deselection/Replacement, FAM- 5
  Interdisciplinary relationships, FAM-4
  Other resources, FAM-4
  Purpose/Objectives, FAM-1
  Scope, FAM-1
  Selectors, FAM-3
  Treatment of subject, FAM-2
  Types of materials, FAM-2
Federal Depository Library Manual, Supplement, GPO-3
Fiction, 21
French, LANG
Geography *section GEOG*
  Access and ownership, GEOG-4
  Acquisitions plans, GEOG-5
  Collection development tools, GEOG-6
  Deselection/Replacement, GEOG-5
  Interdisciplinary relationships, GEOG-4
  Other resources, GEOG-4
  Purpose/Objectives, GEOG-1
  Scope, GEOG-1
  Selectors, GEOG-3
  Treatment of subject, GEOG-2
  Types of materials, GEOG-2
Geology *section* GEOL
  Access and ownership, GEOL-4
  Acquisitions plans, GEOL-4
  Collection development tools, GEOL-5
  Deselection/Replacement, GEOL-5
  Interdisciplinary relationships, GEOL-3
  Other resources, GEOL-3
  Purpose/Objectives, GEOL-1
  Scope, GEOL-1
  Selectors, GEOL-3
  Treatment of subject, GEOL-2
  Types of materials, GEOL-2
German, LANG
Gifts and exchanges, 23
Government Documents *section* GPO
  Access and ownership, GPO-4
  Acquisitions plans, GPO-5
  Collection development tools, GPO-6
  Deselection/Replacement, GPO-5
  Interdisciplinary relationships, GPO-4
  Other resources, GPO-4
  Purpose/Objectives, GPO-1
  Scope, GPO-1
  Selectors, GPO-3
  Treatment of subject, GPO-2
  Types of materials, GPO-2
Government publications, 22
Guide for Written Collection Policy Statements, 1
Health, Physical Education, and Recreation *section* HPER
  Access and ownership, HPER-4
  Acquisitions plans, HPER-5
  Collection development tools, HPER-6
  Deselection/Replacement, HPER-
  Interdisciplinary relationships, HPER-4
  Other resources, HPER-4
  Purpose/Objectives, HPER-1
  Scope, HPER-2

  - Selectors, HPER-3
  - Treatment of subject, HPER-3
  - Types of materials, HPER-2
- **History *section* HY**
  - Access and ownership, HY-3
  - Acquisitions plans, HY-4
  - Collection development tools, HY-6
  - Purpose/Objectives, HY-1
  - Deselection/Replacement, HY-6
  - Interdisciplinary relationships, HY-3
  - Other resources, HY-3
  - Scope, HY-1
  - Selectors, HY-2
  - Treatment of subject, HY-2
  - Types of materials, HY-2
- *Instructions to Federal Depository Libraries,* GPO-1
- Intellectual Freedom, 3
- Interdisciplinary collections, 24
  - *See also* individual narrative statements
- **Languages and Related Literatures *section* LANG**
  - Access and ownership, LANG-4
  - Acquisitions plans, LANG-4
  - Collection development tools, LANG-5
  - Deselection/Replacement, LANG-5
  - Interdisciplinary relationships, LANG-4
  - Other resources, LANG-4
  - Purpose/Objectives, LANG-1
  - Scope, LANG-1
  - Selectors, LANG-3
  - Treatment of subject, LANG-2
  - Types of materials, LANG-2
- Jacksonville Male Academy, 4
- Jacksonville Female Academy, 4
- Jacksonville Statue University, History, 4
- Jacksonville State Teacher's College, 4
- Juvenile Collection, ED-3
- Kits, 20
- Languages and translations, 21
- **Law *section* LAW**
  - Access and ownership, LAW-4
  - Acquisitions plans, LAW-4
  - Collection development tools, LAW-6
  - Deselection/Replacement, LAW-6
  - Interdisciplinary relationships, LAW-3
  - Other resources, LAW-3
  - Purpose/Objectives, LAW-1
  - Scope, LAW-1
  - Selectors, LAW-3
  - Treatment of subject, LAW-2
  - Types of materials, LAW-2
- *Library Bill of Rights*, 3
- Library liaison network, 11
- **Library Science *section* LS**
  - Access and ownership, LS-3
  - Acquisitions plans, LS-4
  - Collection development tools, LS-6
  - Deselection/Replacement, LS-5
  - Interdisciplinary relationships, LS-3
  - Other resources, LS-3
  - Purpose/Objectives, LS-1
  - Scope, LS-1
  - Selectors, LS-2
  - Treatment of subject, LS-2
  - Types of materials, LS-1
- Loose-leaf materials, 20
- Maps, 17
- **Mathematical, Computing and Information Sciences *section* MCIS**
  - Access and ownership, MCIS-5
  - Acquisitions plans, MCIS-5
  - Collection development tools, MCIS-6
  - Deselection/Replacement, MCIS-6
  - Interdisciplinary relationships, MCIS-4
  - Other resources, MCIS-4
  - Purpose/Objectives, MCIS-1
  - Scope, MCIS-2
  - Selectors, MCIS-4
  - Treatment of subject, MCIS-3
  - Types of materials, MCIS-2

Microforms, 16

Military Science *section* MS
- Access and ownership, MS-3
- Acquisitions plans, MS-4
- Collection development tools, MS-5
- Deselection/Replacement, MS-4
- Interdisciplinary relationships, MS-3
- Other resources, MS-3
- Purpose/Objectives, MS-1
- Scope, MS-1
- Selectors, MS-3
- Treatment of subject, MS-2
- Types of materials, MS-1

Mission Statement, 2
Multiple copies, 21
Music *section MUSIC*
- Access and ownership, MUSIC-4
- Acquisitions plans, MUSIC-5
- Collection development tools, MUSIC-5
- Deselection/Replacement, MUSIC-5
- Interdisciplinary relationships, MUSIC-4
- Other resources, MUSIC-4
- Purpose/Objectives, MUSIC-1
- Scope, MUSIC-1
- Selectors, MUSIC-3
- Treatment of subject, MUSIC-2
- Types of materials, MUSIC-2

Musical scores, 17
NAAL *see* Network of Alabama Academic Libraries
Network of Alabama Academic Libraries, 7, 10
Newspapers, 15
Northeast Alabama Police Academy, CRMJU-1
Nursing *section* NURS
- Access and ownership, NURS-4
- Acquisitions plans, NURS-5
- Collection development tools, NURS-6
- Deselection/Replacement, NURS-5
- Interdisciplinary relationships, NURS-4
- Other resources, NURS-4
- Purpose/Objectives, NURS-1
- Scope, NURS-1
- Selectors, NURS-3
- Treatment of subject, NURS-2
- Types of materials, NURS-2

OCLC, 6
Pamphlets, 17
Paperback books, 16
Periodicals, 15
Philosophy, Ethics and Religion *section* PHIL
- Access and ownership, PHIL-4
- Acquisitions plans, PHIL-4
- Collection development tools, PHIL-5
- Deselection/Replacement, PHIL-5
- Interdisciplinary relationships, PHIL-3
- Other resources, PHIL-4
- Purpose/Objectives, PHIL-1
- Scope, PHIL-1
- Selectors, PHIL-3
- Treatment of subject, PHIL-2
- Types of materials, PHIL-2

Physics *section* PHY
- Access and ownership, PHY-3
- Acquisitions plans, PHY-4
- Collection development tools, PHY-5
- Deselection/Replacement, PHY-5
- Interdisciplinary relationships, PHY-3
- Other resources, PHY-4
- Purpose/Objectives,PHY-1
- Scope, PHY-1
- Selectors, PHY-3
- Treatment of subject, PHY-2
- Types of materials, PHY-2

Political Science *section* PLSC
- Access and ownership, PLSC-4
- Acquisitions plans, PLSC-5

Collection development tools, PLSC-7
Deselection/Replacement, PLSC-7
Interdisciplinary relationships, PLSC-4
Other resources, PLSC-4
Purpose/Objectives, PLSC-1
Scope, PLSC-2
Selectors, PLSC-3
Treatment of subject, PLSC-3
Types of materials, PLSC-2
Popular works, 21
Posters, 12
Programs
Accounting, CCBA
Acting, DRAM
Agriculture, AGR, BIO
American Government, PLSC
Animal Biology, BIO
Animal Culture, BIO
Anthropology, GEOG
Applied Mathematics, MCIS
Aquaculture, BIO
Ancient Philosophy, PHIL
Animal Psychology, PSY
Anthropology, AUX
Art, ART
Art History, ART
Astronomy, PHY
Athletic Training, HPER
Behavior Analysis, PSY
Behavior Modifications, PSY
Behavior Science, PSY
Biochemistry, CHEM
Biology, AGR, BIO, CHEM
Business, AGR, CCBA
Business Administration, CCBA, PLSC
Business and Technical Writing, AMLIT, ENG, LANG
Chemistry, AGR, ENVSCI
Child Behavior, PSY
Coaching, HPER
Communication, COMM, LANG
Communication Law, COMM
Communication Theory, COMM
Community Agency Counseling, PSY
Community Health Nursing, NURS
Consumer Behavior, PSY
Contemporary Philosophy, PHIL
Computation, MCIS
Computer Integrated Manufacturing Systems, TECH
Computer Science, MCIS
Corrections, CRMJU
Counselor Education, ED
Creative Writing, AMLIT, ENG, LANG
Criminal Justice, CRMJU, LAW, PLSC
Cultural Geography, GEOG
Damage Assessment and Recovery-EM
Dietetics, FAM
Directing, DRAM
Drama, DRAM
E-Commerce, CCBA
Early Childhood Education, ED
Early Childhood Special Education, ED
Economics, AGR, CCBA
Education, AGR, AMLIT, BIO, CHEM, DRAM, ED, ENG, ENVSCI, FAM, GEOG, GEOL, HY, LANG., LS, MCIS, PLSC, WLIT
Educational Administration, ED, LAW
Educational Psychology, ED, PSY
Electronics Technology, TECH
Elementary Education, ED, PSY
Emergency Management, EM, LAW, PLSC
Engineering, TECH
English, AMLIT, ENG, LANG
Environmental Biology/Ecology, BIO
Environmental Science Mangement, CHEM, PLSC
Environmental Sciences, AGR, BIO, CHEM, LAW, PLSC

Ethics, PHIL
Exercise Science, HPER
Family and Community Health, NURS
Fashion Merchandising, FAM
Family and Consumer Sciences, AGR, FAM
Finance, CCBA
Foreign Language, LANG, WLIT
Forensic Investigation, CRMJU
Forensic Science, CRMJU
Forestry, BIO
French, LANG, WLIT
General Geography, GEOG
General Music, MUSIC
General Science, CHEM, ENVSCI, GEOG, GEOL, PHY
General Studies, GEOG, GEOL, HY, MCIS, PLSC
Geoarchaeology, GEOG
Geographic Technique, GEOG
Geography, AUX, GEOG
Geology, GEOL
German, LANG, WLIT
Gerontology, SY
Health Education, HPER
Health Maintenance and Promotion, NURS
History, AUX, HY, MS
Human Assessment, PSY
Human Behavior, NURS
Human
Industrial Technology Management, TECH
Instructional Media, ED, LS
Language Arts, AMLIT, ENG
Law, EM, CRMJU, LAW, PLSC
Law Enforcement, CRMJU
Library Media, ED, LS
Logic, PHIL
Management, CCBA
Marketing, CCBA
Marine Biology, BIO
Mathematics, MCIS
Media Ethics, COMM
Military Science, MS
Modern Philosophy, PHIL
Music, MUSIC
Music Education, MUSIC
Nutrition and Foods, FAM
Occupational Safety & Health, TECH
Organizational Behavior, PSY
Philosophy, PHIL
Physical Education, ED, HPER
Physical and Earth Sciences, ENVSCI
Physical Education, HPER
Physical Geography, GEOG
Physics, PHY
Plant Biology, BIO
Political Science, AUX, MS, PLSC
Political Theory, PHIL, PLSC
Pre-Engineering, PHY, TECH
Pre-Law, LAW, PLSC
Psychology, PSY
Public Administration, AGR, CCBA, CRMJU, EM, ENVSCI, PLSC,
Public Safety Communications, EM
Radio & Television Production, COMM
Recreation Administration, HPER
Religion, PHIL
Restaurant and Foodservice Management, FAM
Reserve Officer Training Corps (ROTC), MS
Secondary Education, ED, PLSC
Security, CRMJU
Security Administration, CRMJU
Social Sciences, PLSC, SY
Social Work, SY
Sociology, SY
Software Engineering, MCIS
Spanish, LANG, WLIT
Special Education, ED
Stage Craft, DRAM
Studio Art, ART
Technology, AGR,TECH
Terrorism/Counter Terrorism, EM
Theoretical Mathematics, MCIS

  Wellness, HPER
  Wildlife Management, BIO
Psychology *section* PSY
  Access and ownership, PSY-4
  Acquisitions plans, PSY-5
  Collection development tools, PSY-6
  Deselection/Replacement, PSY-5
  Interdisciplinary relationships, PSY-4
  Other resources, PSY-4
  Purpose/Objectives, PSY-1
  Scope, PSY-2
  Selectors, PSY-3
  Treatment of subject, PSY-3
  Types of materials, PSY-2
Purpose, 1
Ramona Wood Library, 4
Rare Book Collection, ALA-1
Rare books, 21
Reference works, 22
Replacement,
  criteria, 13
  definition , 12
Reprints, 16
Reserve materials, 22
Selection criteria, 11-13
Sociology *section* SY
  Access and ownership, SY-4
  Acquisitions plans, SY-5
  Collection development tools, SY-6
  Deselection/Replacement, SY-5
  Interdisciplinary relationships, SY-4
  Other resources,SY-4
  Purpose/Objectives, SY-1
  Scope, SY-1
  Selectors, SY-3
  Treatment of subject, SY-2
  Types of materials, SY-2
Spanish, LANG
State Normal School, 4
Subject specialists responsibilities, 10
Superintendent of Documents, GPO-1
Technology *section* TECH
  Access and ownership, TECH-4
  Acquisitions plans, TECH-5
  Collection development tools, TECH-6
  Deselection/Replacement, TECH-5
  Interdisciplinary relationships, TECH-4
  Other resources,TECH-4
  Purpose/Objectives, TECH-1
  Scope, TECH-2
  Selectors, TECH-3
  Treatment of subject, TECH-2
  Types of materials, TECH-2
Tests, 20
Textbooks, 16
Textbook Collection, ED-3
Types of publications, 14-20
  see also individual narrative statements
Using the Conspectus Method, 1
Vertical-file materials
Western European Literatures *section* WLIT
  Access and ownership, WLIT4
  Acquisitions plans, WLIT-4
  Collection development tools, WLIT-5
  Deselection/Replacement, WLIT-5
  Interdisciplinary relationships, WLIT-3
  Other resources, WLIT-4
  Purpose/Objectives, WLIT-1
  Scope, WLIT-1
  Selectors, WILT-3
  Treatment of subject, WLIT-2
  Types of materials, WLIT-2
WLN Conspectus, Appendix A
World History, HY-1